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### 2013 - 2014 Online Catalog

Welcome to ATC's online catalog. We hope you find it convenient and easy to use. If you experience any problems or incorrect links please [contact us](#).

This online catalog has been designed to make it easy to learn about our many programs of study and classes offered. You can click on links wherever you see underlined text in blue type.

The navigation to the right will take you to all the major chapters in the catalog.

Under each program of study you will find links summarizing all the classes required to earn the relevant degree, diploma, or certificate.

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803-593-9231





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## About ATC

Aiken Technical College is an equal educational opportunity institution and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Aiken Technical College complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Sections 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Vietnam Era Veterans Re-adjustment Assistance Act, as

well as other applicable federal and state laws. The following individuals have been designated to handle inquiries regarding the college's non-discrimination policies:

### ***For employee inquiries, contact***

Sylvia Byrd  
Director of Human Resources  
Aiken Technical College  
P.O. Drawer 696  
Aiken, SC 29802  
(803) 508-7494

### ***For student inquiries, contact***

Dr. S. Vinson Burdette  
Dean of Student Development  
Aiken Technical College  
P.O. Drawer 696  
Aiken, SC 29802  
(803) 508-7244

**or**

Director, Office of Civil Rights  
Department of Education  
Washington, DC 20201

Aiken Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Aiken Technical College.

Aiken Technical College makes no claim that a particular course of study will guarantee a certain position of employment.

Aiken Technical College reserves the right to change admission requirements in any manner it deems necessary. The college also reserves the right to drop, add or change the arrangement of courses, curricula, academic standards or requirements for retention or graduation. Changes in regulations go into effect when announced by faculty or the administration. New regulations may govern both continuing and new students without actual notice to individual students. Information on changes will be available from your advisor or appropriate administrative offices and will be published in subsequent



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issues of the catalog.

## Catalog Rights

A student admitted to ATC is granted the right to complete programs as stated in the college catalog at the time of initial matriculation to the program if the student continuously earns credit each semester, not including summer terms. The maximum time for a student to maintain catalog rights is seven years.

Notice of Student Responsibility: Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.

The college reserves the right to make changes in course requirements as long as the total number of credits required for completion of the program does not change. A student who must reapply for admission enters the college under the catalog in effect at the time of readmission.



## Vision & Mission

**Vision:** We envision Aiken Technical College as a catalyst for developing educated, engaged and employable individuals whose collective energy will be the driving force for prosperity and the quality of life in our diverse communities.

**Mission:** Aiken Technical College is a public, open-door, two-year, comprehensive institution of higher education established to provide citizens of greater Aiken County opportunities for educational, economic, professional, civic and personal development. Through its focus on teaching and learning, the college supports economic growth and community development by educating and training students for entry into the workforce or for further higher education.

## History of Aiken Technical College

Classes for what is now Aiken Technical College began in temporary facilities in Aiken in the fall of 1972. One hundred and seventy-seven students enrolled in the first class of what was then the Aiken Technical Education Center. The current campus opened in the winter of 1973.

The original ATC campus consisted of three buildings constructed at a cost of \$2.3 million — \$800,000 provided by Aiken County and the remainder from federal education grants.

Founding President Ashley J.

Little led ATC from its beginning as a vocationally based training center to its accreditation as a two-year technical college in 1975. The college's name was changed to Aiken Technical

College in 1977. President Little also presided over the campus' second phase expansion, a \$3.5 million addition of buildings, classrooms, laboratories and a greatly expanded library. President Little served ATC and the South Carolina Technical College system for 14 years before his retirement in 1984.



Dr. Paul L. Blowers became the second president of ATC in July 1984. During the decade that Dr. Blowers presided over the campus, ATC grew from 1,104 academic and continuing education students to more than 3,300 students. ATC also increased its course offerings, added two college transfer degrees and built a \$3 million Student Activities Center financed by student fees. Dr. Blowers retired in 1994.

Dr. Kathleen A. Noble became the third president of ATC in June 1994. During her tenure, ATC added many allied health, business, and industrial management and safety courses and programs to its curriculum. The college also developed new partnerships that allowed ATC to provide around-the-clock training and educational services on plant sites. Dr. Noble was a major force in matching college services with areas of the community that might best take advantage of them. The college also broke ground on the \$5.375 million, 40,000-square-foot Dale Phelon Information Technology Center during her tenure. Dr. Noble left ATC in 1999.

Dr. Susan A. Winsor became ATC's fourth and current president in September 1999. She oversaw the construction of the Dale Phelon Information Technology Center that opened for classes in the fall of 2000. She also oversaw the construction of the \$3 million, 30,000-square-foot CSRA Manufacturing and Technology Training Center that came online in the summer of 2001. When classes began in the fall of 2003, students and faculty welcomed the opening of the campus' latest addition under her leadership, a \$7.6 million, 52,671-square-foot Health and Science Building.

Aiken Technical College dedicated its student commons in honor of Senator Tommy L. Moore in the spring of 2004, in recognition of his efforts to ensure that the Health and Science Building remained in the 1999 bond bill and that the Dale Phelon Information Technology Center remained in the 1997 bond bill.



The 700 Building came back online in January 2005 after extensive and complete renovation, and now provides students with an Academic Success Center and a testing center, as well as a revitalized campus amphitheater, which is often used for community meetings and events.

Renovations to freshen classrooms and offices in the Ashley J. Little Administration Building began in 2006 and were completed in 2008.

In the summer of 2012, ATC began renovations on a \$1.5 million 6,090-square-foot Enrollment Services Center in the Ashley J. Little Administration Building. The center, which combined the college's Admissions and Records, Financial Aid and Advising departments into one convenient location, came online in early 2013.



While the ATC campus has grown, so has its enrollment. More than 4,100 students enroll in credit courses annually, and ATC's non-credit offerings reach nearly 14,000 people each year.

More than four decades after its founding, ATC has grown into a multi-service, two-year comprehensive college offering numerous educational opportunities in university transfer, health, public service, business, industrial technology, engineering technology, nuclear technology and computer technology programs.

New programs are being continually added as the workforce needs of the CSRA and South Carolina evolve. In 2008, the Radiation Protection Technology program was launched to meet the needs of the reemerging nuclear industry. In 2012-13, the college has added five certificates in Nuclear Quality Systems, and is working toward final approval of an associates degree in this area.





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## Enrollment Services

### ADMISSIONS POLICIES



Aiken Technical College has an "open-door" admission policy, which means any adult citizen who can benefit from available learning opportunities can enroll. Students are placed into specific courses and programs of study based on their potential for success regarding the expected standards of performance.

All applicants must possess a high school diploma or its equivalent or they must be at least 18 years old to be considered for admission into curriculum programs and courses

offered by the college. Eligible high school students who desire to enroll in one or more college courses concurrently with their high school classes may do so with the written authorization of their parent(s) or guardian(s) and high school principal.

Non-graduates and graduates of South Carolina high schools who have received a "certificate," not a diploma, are strongly urged to return to their high school district to complete the diploma or GED. However, potential students who meet minimum scores on the college's placement exam will be admitted to the college.

All applicants are required to participate in placement testing (assessment) prior to acceptance. Applicants may seek exemption to this policy according to the criteria stated in college procedures on placement testing. Specific requirements have been established for individual program entrance.

Applicants who require additional preparation for college-level work will be required to enroll in developmental courses to develop the necessary basic skills in English, reading and mathematics or take the classes through the Adult Education Office of the Aiken County School System.

The college reserves the right to refuse readmission to any applicant who has an unacceptable academic or conduct record. Individuals with financial obligations to the college must resolve these obligations before they will be allowed to register for classes.

### Admissions Process

All applicants must:

1. Complete and submit an application for admission online. An application fee of \$10 will be required, effective for applications to the spring 2014 semester
2. Complete the placement test, or submit acceptable SAT or ACT scores. The placement test may be waived for applicants possessing acceptable college work from regionally accredited colleges or universities. All applicants will be required to take the math portion of the placement test regardless of their math scores on the SAT or ACT.
3. Submit an official high school transcript. In order to ensure the validity of a student's high school completion, official transcripts must be received in a sealed (closed) envelope and must note the graduation date. If it does not meet both of these criteria, then the transcript will be considered unofficial and the college will be unable to validate your graduation.

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Transcripts are used for financial aid, academic advisement and other purposes. The transcript is required for admission purposes if the applicant is applying for a LIFE scholarship, entry into Nursing or a Health Sciences program or wishes to use the high school transcript to provide evidence of SAT or ACT scores (taken within the last four years) to satisfy placement requirements. Applicants possessing a high school equivalency certificate (GED) or a diploma from an adult basic education program are asked to provide the Enrollment Services Center with documentation of successful GED completion.

Transcripts should be sent to:  
Aiken Technical College  
Enrollment Services Center  
P.O. Drawer 696  
Aiken, S.C. 29802

## Placement Tests

Applicants are placed into specific courses based on successful previous college course work, SAT scores, ACT scores or the Aiken Technical College Placement Test (COMPASS). Other admission tests and criteria may be required for admission to specific academic programs.

These special requirements are outlined in the [Programs Of Study](#) section of the catalog.

Applicants for curriculum programs must be assessed for course placement unless exempted.

Placement retests are \$20 each.



Exemptions may be granted if an applicant meets one or more of the following criteria:

1. The applicant has earned a grade of "C" or better in appropriate college-level English and college-level algebra courses taken at a regionally accredited college or university.
2. The applicant has earned advanced placement credit for English and/or mathematics on CLEP and/or AP exams recognized by the college.
3. The applicant has taken the Aiken Technical College Placement Test (COMPASS).
4. The applicant has earned an Associate's degree or higher from a regionally accredited college or university (must include college-level English and algebra).
5. The applicant is not pursuing an academic award and desires to be admitted to take a specific course or courses as a Career Development student. The applicant must meet course prerequisites or have acquired an Associate's degree or higher from a regionally accredited college or university.

Students taking the placement test in the Test Center must present their Social Security number and a valid government issued picture ID.

Students with documented disabilities may request special placement testing accommodations to ensure optimum performance by contacting Student Development.

Student Development  
Student Activities Center  
900 Building  
Room 931

## Admission Requirements

Admission to Associate in Applied Science, Associate in Arts and Associate in Science programs of the college requires completion of identified prerequisite courses. Therefore, students who are enrolling in college for the first time will automatically be placed in the certificate program that corresponds to the student's program of interest. Students will meet with their advisors and complete a "Change of Program" form when they have completed the prerequisite courses for their AAS, AA or AS degree program. This system ensures that students have the necessary skills to be successful in their respective programs.

Individual programs may have additional admissions requirements. Information about such requirements may be obtained from a program advisor.

## Registration for Classes

Academic registration is designed to establish student/advisor rapport in a relaxed environment and to allow the student to complete the registration process in a non-stressful time frame.

A continuing student must make an appointment with his/her academic advisor to discuss academic progress and to select courses.

Registration for the next semester opens several months in advance. Students should watch for an announcement through the MyATC portal about registration dates.

## Resident Status

A legal resident of South Carolina is one who has his/her legal domicile in the state for a period of 12 months prior to the first day of the semester.

It is important that each applicant for admission and each enrolled student understand the regulations governing resident status and know his/her resident status for tuition and fee payment. A person incorrectly classified as a resident is subject to reclassification and payment of all non-resident fees.

If an incorrect classification results from false or concealed facts, a student may be charged tuition and fees retroactively at the out-of-state rate. Inquiries regarding residency status should be directed to the Enrollment Services Center.

## SC Illegal Immigration Act

Under South Carolina state law, the programs and services of Aiken Technical College are available to United States citizens and eligible, documented non-citizens. Each semester new students will be verified as eligible to participate in college programs and services. Additional information may be requested from students as a part of this process.

## Special Admission Categories

### Allied Health Students

Students interested in any of ATC's Allied Health Sciences Programs resulting in degrees, diplomas or certificates must go through a separate Allied Health application process. Allied Health information packets are available in the Enrollment Services Center or on [our website](#).





Many of these programs are highly selective. Students must meet additional requirements in order to qualify for admission.

Students wishing to go into Nursing and Allied Health must meet with an enrollment advisor. When applying to programs with selective admissions, students must provide an additional student copy of any and all college transcripts with their selective admissions application.

Note: Student copies must be requested during the current semester in which they are applying for a selective admissions program. Applications for selective programs are updated annually. Students should review current applications to see additional requirements.

### Career Development Students

An applicant who is not pursuing an academic credential and desires to be admitted to take specific courses as a Career Development student must meet course prerequisites or have acquired an associate degree or higher from a regionally accredited college or university. If a student chooses to change to a regular program of study at a later date, placement tests may be necessary. Undecided students not selecting a specific program of study may be placed in Career Development status.

A Career Development student is not eligible for federal financial aid programs (e.g. Pell Grants), S.C. state financial aid programs, scholarships or veterans benefits.

### High School/Home School Students

Students may want to start college while still attending high school or home school; a great way to get an early start on a college education. Dual Enrolled and Early Admitted students must take the placement test and meet minimum scores and prerequisites for the courses in which they wish to enroll.

1. **College Now:** College Now is Aiken Technical College's dual enrollment program. It is designed to allow qualified and highly motivated private, home-schooled or area high school students the opportunity to earn college credits while still in high school by taking either general studies classes, or enrolling in either the Pre-Engineering or Pre-Health Academy. Students can earn both high school and college credit (dual credit) or just college credit (concurrent).
2. **[Pre-Engineering](#) and [Pre-Health](#) Academies:** High school students who meet the minimum requirements for admission into these special programs will receive high school and college credit as well as a certificate when they successfully complete their program requirements.
3. **Early Admit:** This applies to high school students that do not meet the dual enrollment requirements for the classes they wish to take. Students can still enroll in ATC classes with parental and school permission but are responsible for the full cost of classes. Students must be at least 16 years of age and complete an [ATC College Now Form and an Application](#). Early Admitted students must take the placement test and meet minimum scores and prerequisites for the courses in which they wish to enroll.

## International Students

In addition to meeting regular college and program admission requirements, international applicants must also meet the following requirements if an Immigration and Naturalization Form I-20 is required:

1. Complete Admissions Application
2. Complete International Student Fact Sheet
3. Current Passport and any Visa (if applied for earlier)
4. Submit required documents:
  - A. Academic Transcript and TOEFL Scores Requirements (Documents)
    - o Academic transcripts need to be translated in English
    - o High school transcripts indicating four years of secondary education (9-12)
    - o College transcripts (must be in English)
    - o Submit an official TOEFL Score- Minimum of 500 (paper version, 190 (computerized version) or 61 (internet based version)
    - o ACT or SAT scores
  - B. Financial Requirements (Documents)
    - o Submit a financial statement(s) minimum balance of at least one years' cost of attendance \$19,244.00.
    - o "Affidavit of Support"—(BCIS form I-134)
    - o Submit a certified check, for tuition for the first academic year.
  - C. Health Insurance Requirements (Documents)
    - o Proof of health insurance that insures coverage in the United States
    - o Immunization record

Additional information about international admissions can be obtained from the Enrollment Services Center. An international student should begin the admission process at least six months prior to the semester for which he/she seeks admission.

## Readmission/Readmitted Students

Former Aiken Technical College students who were not enrolled for the preceding two semesters (excluding the summer semester) and who wish to re-enroll must complete a new application for admission prior to re-entry. Students who have attended another college during the interim should ask that college to send an official transcript to the Enrollment Services Center.

Applicants for readmission must meet current admissions criteria (including testing and placement requirements) and fall under any new graduation requirements in effect at the time of readmission.

## Senior Citizens

Applicants who are at least 60 years of age and legal residents of South Carolina may enroll in classes on a space-available basis without paying tuition. These applicants must meet regular admission requirements, submit an application and pay all applicable fees other than tuition. Senior citizens who are employed full-time are not eligible for a tuition waiver.

## Transfer Students

Applicants who have attended a regionally accredited college or university should request that all colleges previously attended send official transcripts directly to the ATC Enrollment Services Center.

These transcripts will be reviewed to determine whether



the placement testing requirement will be waived and if transfer credit may be awarded. Unofficial transcripts are used only for admission purposes and are not evaluated. Transfer students are urged not to enroll in any course(s) for which transfer credit is being sought until the transfer question is resolved.

If a current catalog from the college where previous courses were taken is not on file, the student is responsible for providing a catalog with official descriptions of courses to accompany the transfer request.

### **Transfer Credit**

The Enrollment Services Center evaluates "official" college transcripts for transfer of credit for applicants and students. Official transcripts are sent directly from one college to another, presented in a sealed envelope from the previous college or sent via electronic data exchange. If the transcript is opened it will not be considered official. Transcripts that are stamped/marked "Released (or addressed) to the student" are considered unofficial.

Students wishing to have their transcripts evaluated should send their official transcript to the ATC Enrollment Services Center and complete the Preliminary Transcript Evaluation Form.

Students wishing to have courses evaluated that are not listed on our transfer guide should request an official transcript sent to the ATC Enrollment Services Center and send copies of course descriptions for courses they wish to have considered from the host college's catalog. The Enrollment Services Center will post the approved course(s) to the student's transcript and notify the student which courses transfer.

The following criteria are used to determine acceptability of prior college course work for advanced standing:

1. The final grade for the course(s) must be "C" or better.
2. The course(s) must have been taken at a regionally accredited institution; if from a nonregionally accredited foreign post-secondary institution, the courses must have been recommended by the NACES- member external evaluation service.
3. The course(s) must be applicable to the AA/AS or technical program in which the student plans to enroll in order for the course to be considered for graduation.
4. The course(s) must be college-level; no course that is remedial/developmental in nature will be accepted.
5. A major consideration in the evaluation of a course for transfer of credit is the equivalency of that course to an ATC course.
6. Appeals for transfer of credit should be made, in writing, to the Registrar or designee. Documentation such as course description and course syllabus will need to accompany the appeal.

### **Transfer Credit Limitation**

A student must take and earn a minimum of 25 percent of credits required for graduation from a degree, diploma or certificate program of study at ATC.

Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at ATC. The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.

**LIFE GPA:** Transfer students are required to provide official high school and college transcripts for each institution attended. All college coursework attempted at another institution or while in high school will be calculated into the LIFE GPA formula. Students who wish to be considered for the LIFE Scholarship must request a LIFE GPA calculation by the Enrollment Services Center and complete a LIFE Scholarship Assessment Form.

**Admissions & Records Services**

**ATC Transcripts**

ATC transcripts are issued at no charge. Transcripts are processed and mailed or transmitted for locally approved institutions via electronic data exchange (SPEEDE). The college does not fax transcripts. In addition, transcripts will not be sent for any student who has an unpaid financial obligation to the college.

**Confidentiality of Records**

Enrollment Services is authorized to release student information. This office adheres to the Family Educational Rights and Privacy Act (FERPA) regarding release of student information. A student who does not want directory information released should contact Enrollment Services and complete a form for non-release of directory information. Upon proof of dependency, parents or guardians may receive confidential information regarding their dependent student (see Release of Student Information [here](#)).

**Enrollment Certification**

Enrollment Services certifies a student's enrollment for previous loans (through the National Student Loan Clearinghouse), parental insurance coverage, Department of Social Services requirements, employment and other purposes. Verification letters/forms will be processed/completed one week after the add/drop period. Letters/forms will be available at the front desk in Enrollment Services for student pick up. Verification letters/forms left for one month will be destroyed.

**Graduation**

A student who plans to graduate should obtain a graduation application from Enrollment Services. The form must be completed by the student's academic advisor, signed by the student and submitted to Enrollment Services according to the specified due dates.

**Name/Address Changes**

Enrollment Services makes an official change to the addresses on a student's records only through a student's written request to Enrollment Services or documentation from the U.S. Postal Service. Address accuracy is essential for the student to receive information. This office also handles requests for residency changes for tuition purposes.

**Verification of Grades/GPA**

A student who needs to verify grades/GPA for automobile insurance, company reimbursement of tuition, or other purposes should contact Enrollment Services.

**Transient/Guest Students**

A student already accepted or enrolled at another college may enroll as a transient/guest student at ATC in order to transfer credits back to the primary college.

The transient/guest student should be advised by the primary college concerning recommended courses to be taken at ATC.

An applicant for transient/guest student status must submit an ATC application for admission along with a form/letter from the primary college specifying courses to be taken at ATC and transferred to the student's "home" college. It is the responsibility of the transient/guest student to request that an ATC transcript be sent to the primary college after completion of ATC courses.

Transient students will be registered by the Enrollment Services Center and will receive information via mail regarding access to their student email account and WebAdvisor. They also are not eligible for financial aid.





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## Transfer Policies

The South Carolina Commission on Higher Education (CHE) has established transfer policies and procedures which all public institutions must follow.

### Obtaining Course Transfer Information

Course transfer information and services are available through ATC's Enrollment Services Center. Anyone interested in obtaining course transfer information may contact the Enrollment Services Center by phone at (803) 508-7263.



### Courses Approved for Transfer

Under the Statewide Articulation Agreement: technical college courses may be transferable to public senior institutions. The courses listed on [Transferable Courses](#) in this catalog are approved for transfer. Consult the Course Descriptions section to determine which courses are offered at ATC.

A student enrolled in a program other than Associate in Arts or Associate in Science should consult the department chair of his or her program of study or the chair's designee for questions concerning transfer of courses into that program's curriculum. For further information regarding transfer, students may access the Commission on Higher Education's web site at [www.che400.state.sc.us](http://www.che400.state.sc.us) or Aiken Technical College's [web site](#).

### Admissions Criteria, Course Grades, GPAs and Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- The institution's definition of a transfer student.
- Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- Information about course equivalencies and transfer agreements.
- Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
- Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

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- “Residency requirements” for the minimum number of hours required to be earned at the institution for the degree.

## South Carolina Transfer and Articulation Center (SCTRAC)

All two-and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website ([www.SCTRAC.org](http://www.SCTRAC.org)). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the “free elective” category) will be made available on [www.SCTRAC.org](http://www.SCTRAC.org). This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on [www.SCTRAC.org](http://www.SCTRAC.org), will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on [www.SCTRAC.org](http://www.SCTRAC.org) will be reviewed at least annually and updated as needed.

## Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at [www.che.sc.gov](http://www.che.sc.gov) as well as on [www.SCTRAC.org](http://www.SCTRAC.org).

## Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher Education and Nursing, are currently being revised. The courses listed in each Transfer Block will be reviewed periodically by the Commission’s Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

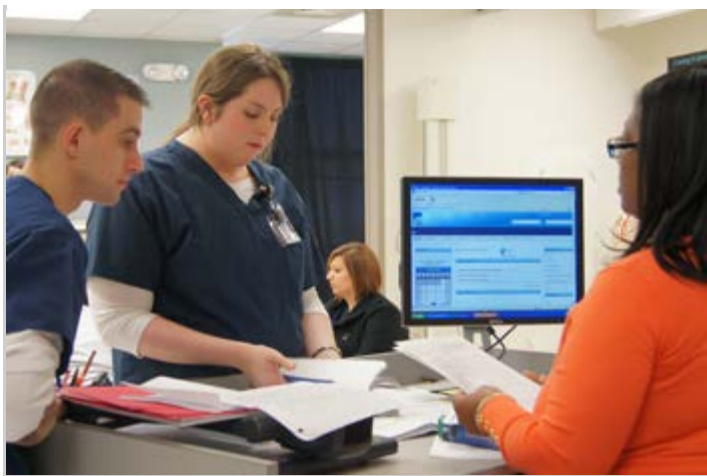
For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution that contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.

For a complete listing of all courses in each Transfer Block, see [www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm](http://www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm).

## Assurance of Transferability of Coursework Covered by the Transfer Policy

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a “C” grade (2.0 on a 4.0 scale) or above. However, the transfer of



grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions

requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

### Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

### Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on [www.SCTRAC.org](http://www.SCTRAC.org). Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

### Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on [www.SCTRAC.org](http://www.SCTRAC.org). Furthermore, course catalogs for each public two- and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

- Include the "Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina."
- Refer interested parties to [www.SCTRAC.org](http://www.SCTRAC.org) as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

The 86 college transfer courses approved by the Commission on Higher Education are listed on [Transferable Courses](#).

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803-593-9231







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## Financial Aid



### Statement of Good Practice

The Financial Aid Office adheres to the National Association of Student Financial Aid Administrators Statement of Good Practice in the administration of all programs and in the disclosure of information to other parties.

### Family Education Rights and Privacy Act (FERPA)

A student or parent of a dependent student has the right to inspect and review financial aid records pertaining to the student. This information may not be disclosed except to the extent that FERPA authorizes disclosure without written consent. A form authorizing a parent or others to review student financial aid or student services files is available in the Enrollment Services Center.

### Communication and Award Notices

The Financial Aid Office's (FAO) initial communication with students is via mail. However, follow-up communication is through the student's WebAdvisor and campus e-mail accounts. These resources are accessible through the [ATC web site](#). It is the student's responsibility to view these resources daily.

### Principles of Financial Aid

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, ATC participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of a grant, a scholarship, campus employment, or any combination of these as determined by the policies of the FAO.

The primary principles of administering financial aid programs are as follows:

1. Financial aid is designed to provide financial help to students who need additional resources to pursue their education and career objectives.
2. It is viewed only as supplementary to the efforts of the student and/or family.
3. It may take the form of a job, grant, scholarship, or a combination of any of these.
4. It is based upon the student's ability to make satisfactory progress according to the college's Financial Aid Standards of Academic Progress (SAP), and
5. Financial aid can be reviewed, adjusted and/or cancelled at any time due to changes in funding levels and the financial or the academic status of the student as determined by the FAO.

**2013 - 2014**  
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To determine whether or not a student is eligible for federal student financial aid programs, the student and his or her family must complete the Free Application for Federal Student Aid (FAFSA) by June 1 each year for priority consideration. Financial aid is not automatically renewable. The FAFSA must be submitted each year and should be completed on-line at [www.fafsa.gov](http://www.fafsa.gov). To expedite the process, the ATC FAO recommends applying for a PIN number with the Department of Education at: [www.pin.gov](http://www.pin.gov) prior to completing the FAFSA online. A student should allow six to eight weeks for processing.

Students applying late should prepare to pay for their cost of tuition, fees, books and supplies. If a student is deemed eligible after payment has been made, he or she will be reimbursed based on eligibility after mid-term of the semester.

To participate in federal student financial aid programs, ATC is required by federal regulations to maintain a financial aid office that coordinates the delivery to students of all funds from all sources. Students who receive aid in addition to federal student financial aid are required to report the amount and source to the FAO.

Determination of Financial Need

ATC's financial aid programs assist students who have financial need determined by the Department of Education's federal processor. One of the principles behind need-based aid is that students and their families should pay for educational expenses to the extent they are able. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the college.

The total costs of attendance (student budget) are estimates of the total costs a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, room, board, personal and transportation expenses. Listed below is an estimated sample budget for the 2013-2014 nine-month academic year.

Aiken County Resident

	Living w/Parent	All Others
Tuition & Fees*	\$3,866	\$3,866
Books/Supplies	\$900	\$900
Room & Board	\$1,800	\$4,050
Personal	\$1,500	\$1,500
Transportation	\$1,500	\$1,500
TOTAL:	\$9,566	\$11,816

Out-of-County Resident

	Living w/Parent	All Others
Tuition & Fees**	\$4,226	\$4,226
Books/Supplies	\$900	\$900
Room & Board	\$1,800	\$4,050
Personal	\$1,500	\$1,500
Transportation	\$3,000	\$3,000
TOTAL:	\$11,426	\$13,676

\* Estimated: Tuition and fees are subject to change each year.

\*\* Estimated: Richmond/Columbia counties include the same components of Aiken County resident and Out-of-State Resident includes the same components of Aiken County Residents with the exception of Tuition and Fees.

Title IV Student Eligibility Requirements

A student must meet the following eligibility requirements to receive federal assistance:

- Have financial need as determined through the completion of the FAFSA.
- Be enrolled or accepted for enrollment in an eligible program of study offering a certificate, diploma, or degree consisting of at least 12 semester credit hours (continuing education and career development are not eligible programs).

- Be a regular student (continuing ed and transient students are not regular students).
- Have a high school diploma, GED, qualifying COMPASS scores or earned 6 credit hours of college level coursework.
- Be a U.S. citizen or eligible non-citizen.
- Be registered with Selective Service (males only).
- Not owe a repayment of Title IV grant aid.
- Not owe a repayment of Title IV aid such as Pell, FSEOG, ACG or Smart Grant.
- Maintain Title IV satisfactory academic progress.
- Not concurrently enrolled in an elementary or secondary school.
- Have a valid social security number.

## Eligible Programs/Courses and Enrollment Status

A student should only enroll for those courses required (or the prerequisites) for their specific program of study. Title IV aid will not pay for courses outside of the students required curriculum unless those courses have been pre-approved by the advisor as a course substitution. Proper documentation must be on record in the Enrollment Services Center.



The original award letter is based on full-time enrollment for the academic year. A student who is not full-time will have his or her award prorated based on the actual hours enrolled and attended. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of 9 to 11 credit hours; half-time status is 6 to 8 credit hours and less than half-time status is 1 to 5 credit hours. An example of this is a student that is awarded the Pell Grant for \$2,000 for full-time enrollment but only attends three-quarter time, that student will receive \$1,500 rather than \$2,000. If that student enrolls half-time, he/she will receive \$1,000 or if enrolled less than half-time \$500.

## Drops, Withdrawals and Courseload Changes

**Drops:** If a student registers for a class and does not attend the class, the student must officially withdraw from the class by the end of the drop/add period to receive a full refund and avoid applicable tuition and fee charges. Financial aid does not pay for classes that a student has dropped or failed to attend.

**Withdrawals:** If a student registers for classes and attends the class past the drop/add period, the student will be charged applicable tuition and fees in full. If the student withdraws from the class, the student will still be entitled to his/her financial aid. However, if the student is a federal aid, (Pell, SEOG, FWSP or Direct Loan) recipient and withdraws from all their classes prior to the ninth week of classes, the student may owe the college and the applicable federal aid program.

**Courseload Changes:** The student is required to notify the Financial Aid Office (FAO) of any courseload adjustments. The FAO will adjust the financial aid award accordingly. However, if the student does not notify the FAO, he/she may owe money to the college once the adjustment is made.

## Attendance Requirements

Attendance is required to receive aid. A student receiving federal financial aid (PELL, FSEOG and Direct Loans) earns their aid based on the number of days in which they attend class. A recipient that fully withdraws from the college before 60% of the term (9 weeks) is completed will have their aid recalculated based on the number of days attended. A student withdrawing prior to the ninth week of classes will likely owe money to the college and/or federal aid program. A student receiving state financial aid (SC-LTAP, SCNB, SC-CAPS, LIFE) and institutional scholarships earn their entitlement based on attendance through the first week of class. The amount of the award will be affected should the student fully or partially drop from classes during the first week of classes resulting in a debt to the college.

## How You Receive Your Assistance

A student who applies on time and is eligible will have his or her direct educational expenses of tuition and fees deducted from the assistance that has been awarded (excluding Federal Work Study awards.) The student has the option to have their books and supplies purchased in the ATC Bookstore deducted from their award as well. Shortly after midterm of the semester, the Business Office will issue a refund check for any remaining financial aid balances.

A student whose financial aid is not approved in time must plan to pay for their educational expenses out-of-pocket or through the Deferred Tuition Payment Plan. The student will be reimbursed by the Business Office after midterm based on his/her enrollment status and eligibility.

Students who receive a federal work-study award and obtain employment through this program are paid once a month by direct deposit.

## Transfer, Transient and College Now Status

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA sent to the new college. Students transferring to ATC must request a duplicate Student Aid Report (SAR) if the results of the FAFSA have not been released to ATC. This can be accomplished by calling the Federal Processor at 1-800-4FEDAID and requesting that our institution be added, or by adding ATC's Title IV School Code to your online FAFSA at [www.fafsa.gov](http://www.fafsa.gov). ATC's Title IV school code is 010056.

Students classified as transient can only receive financial aid from their home institution. Students who attend more than one college in the same enrollment period are considered dual enrolled. Dual enrolled students cannot receive financial aid from both institutions. The financial aid can only be disbursed by the home institution.

## College Now Programs



High school students who have been approved to participate in a dual enrollment program can receive financial aid. For more information, refer to the SC-LTAP section listed below and the High School/Home School section list on [Admissions main page](#).

## Repeating Courses

A student can receive financial aid for repeated coursework only under certain circumstances. A course that has been successfully completed can be repeated only one additional time. Courses that are not completed successfully can be repeated multiple times until successfully completed. However, course repeats will be counted towards a student's Maximum Time Frame as discussed on the following page.

## Satisfactory Academic Progress (SAP)

Students receiving financial assistance through a federal or state program must be making satisfactory progress toward a degree, diploma or certificate. The Financial Aid Office monitors the progress of all students receiving financial aid to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the college. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility.

## Completion Rate

Students must satisfactorily complete at least 67 percent of the total credit hours attempted at ATC. Grades of F, W, WF, U, and NC are not considered satisfactory; however, they are considered as attempted credit hours and may endanger a student's eligibility for future terms. A student's completion rate will be evaluated at the end of each semester.

## Grade Point Average (GPA)

Students must maintain a minimum 2.0 GPA.

## Length of Eligibility, i.e. Maximum Time Frame (MTF)



A student may receive financial aid at Aiken Technical College for up to 180 attempted credit hours or 150% of the published program length. For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted. Transfer hours will be included when assessing the MTF. A student may repeat a course but repetitions will count toward the MTF.

### Program Changes

A student is allowed two program of study changes before completing a degree, diploma or certificate. Additional changes by the student may result in suspension. A student changing from one program into a different program with fewer total required credit hours may lose federal and state eligibility immediately upon making this change. A student considering a change of study should consult with the FAO to discuss the effect of a change on SAP.

### Developmental Course Work

Financial aid recipients may take a maximum of 10 developmental courses such as English, Math and Reading courses numbered 0-100. These courses count toward hours attempted and will be considered in determining SAP.

### Warning

At the end of each semester, a student's academic records are evaluated to determine if the student is meeting Title IV Standards of Academic Progress (SAP). Students who are not meeting SAP will be placed on Warning. While under a Warning Status, the student will still receive financial aid. However, if the student fails to meet SAP again in any of the subsequent semesters, the student will be placed on Suspension.

### Probation

A student that is not meeting SAP will be placed on Suspension. The student will have an opportunity to appeal based on unusual or mitigating circumstances. If the appeal is approved, the student's aid will be reinstated with conditions and the student will be placed on Probation. The student will remain in a probationary status as long as the conditions are being met.

### Fresh Start Probation

Students that have re-entered the college after five consecutive years, graduated from a program and are planning to enter into another or making a program change may automatically be placed on Fresh Start Probation. Students in this status will be required to meet specific academic conditions each semester. The student will continue to receive their financial aid as long as the conditions are being met.

### Suspension

At the end of each semester, a student's academic record is evaluated to determine if the student is meeting Title IV Standards of Academic Progress. Students that are not meeting SAP will have their aid suspended. Students may have their aid re-established by submitting a letter of appeal with supporting documentation to the director of financial aid.

A student who has attempted the maximum number of developmental courses, maximum number of credit hours allowed for their program of study or has exceeded the allowed number of program changes is placed on financial aid suspension.

Each student is notified via student e-mail when placed on warning, probation, fresh start probation or suspension. However, it remains the responsibility of the student to be aware of their academic standing. A student that is allowed to return on academic probation through the Enrollment Services Center is not automatically eligible for financial aid.

### Appeals

Appeals are accepted for students who have been placed on suspension due to completion rate, grade point average, maximum time frame and program changes. Appeals are not accepted for exceeding the maximum developmental courses. Appeal forms are available on the financial aid forms page of the [ATC web site](#). The appeal should explain the reason(s) why the student is not meeting the minimum standards of academic progress, how the situation has changed, what steps will be taken to ensure that the standards will be met in the future and should include supporting documentation when applicable. Appeals may or may not be approved. Appeals that are approved reinstating a student's financial aid will be reinstated in a probationary status with academic conditions. As long as the

student meets the conditions of the reinstatement they will continue to receive financial aid.

## Types of Financial Aid

### Grants

#### Federal Pell Grant

The Federal Pell Grant is a federal student aid program that provides grants for students attending college who have not previously received a baccalaureate degree. Eligibility is based on the students and/or families resources and determined by a formula developed by the U.S. Department of Education. Federal eligibility requirements are discussed in the Student Eligibility Requirements Section of this catalog. Awards range from \$602 to \$5,550 per academic year for full-time enrollment. Awards are prorated each semester based on a student's enrollment status. Completion of the FAFSA is required to receive this program.

Eligible Pell students are generally awarded half their allocation for the fall and half for the spring. Students that do not use their full allocation during the fall and spring semesters can receive Pell Grant funds for the summer semester.

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal student aid program from which a student can receive up to \$4,000 each year depending on their financial need, the availability of these funds and the amount of other aid received. To qualify for this program the student must meet all federal eligibility requirements as discussed in the Student Eligibility Requirements section of this catalog and enroll for at least 3 credit hours. The average award for an ATC student is \$250 per semester. Completion of the FAFSA is required to receive this program.

#### South Carolina Need-Based Grant (SCNB)

The SCNB program is designed to provide financial assistance to South Carolina's neediest students. The grant assists students who wish to attend public or independent colleges or universities in the state of South Carolina.

To be eligible, a student must be a:

1. S.C. resident as determined by the Enrollment Services Center
2. enrolled in at least six credit hours
3. have a minimum GPA of 2.0
4. meet federal eligibility requirements as listed in the Student Eligibility Requirements section of this catalog.

The maximum award is \$2,500 each year depending on financial need, the availability of these funds and the amount of other aid received. The average award for an ATC student is \$300 per semester. Recipients of this program will be required to complete and return to the FAO a signed affidavit prior to dispersal of funds. Completion of the FAFSA is required.

#### South Carolina Lottery Tuition Assistance Program (SC-LTAP)

The SC-LTAP is funded by the state of South Carolina. To be eligible for this program, the student must be a South Carolina resident as determined by the Enrollment Services Center and enroll in at least six credit hours.

To qualify for this program, the student must complete the FAFSA and meet federal eligibility requirements as listed in the Student Eligibility Requirements section of this catalog with the exception of a high school diploma or GED requirement. However, high school students enrolled in a dual enrollment program, students who have a bachelor's degree or students whose family's adjusted gross income is at least \$80,000 can complete the FAFSA Waiver Form. This form is available on the [financial aid web page](#).

The SC-LTAP program is designed to assist in payment of a student's tuition. It cannot be used to pay for books, supplies, lab fees or other items. It can only be used to receive one certificate, diploma or associate degree. A five-year wait will be required before the student can receive the SC-LTA Program for an additional certificate, diploma or associate degree. Please refer to the SC-LTAP Brochure provided by the ATC Financial Aid Office for detailed information regarding this program or visit the SC State Technical College System website at: [www.sctechsystem.com/lottery/lotteryinfo.htm](http://www.sctechsystem.com/lottery/lotteryinfo.htm).

## Loans

### Town & Country Book Loan

Aiken County students that do not have enough financial aid resources to cover their cost of books and supplies can apply for a Town & Country Loan. The maximum loan amount is \$300. This is a loan and must be repaid within the semester. Town & Country Loan Applications are available in the Enrollment Services Center.

### Federal Direct Loan

The Federal Direct Loan Program is designed to assist students with their cost of education. Unlike a grant, a loan must be paid back. Aiken Technical College offers a vast number of free aid programs and we encourage students to seek all free aid resources before considering loans.

To qualify for a Direct Loan students must meet the following requirements:

- Meet Title IV Satisfactory Academic Progress (SAP)
- Enroll in at least 6 credit hours
- Enroll in an eligible program
- Have a cumulative GPA of 2.0 or greater
- Not be in default or in an overpayment status of Title IV aid

**New ATC student borrowers** must complete the following items to apply for a Federal Direct Loan.

1. Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov)
2. ATC Direct Loan Request located on the [financial aid forms web page](#).
3. Electronic Master Promissory Note (MPN) at [www.StudentLoans.gov](http://www.StudentLoans.gov)
4. Entrance Loan Counseling at [www.StudentLoans.gov](http://www.StudentLoans.gov)

**Returning ATC student borrowers** must complete the following items to apply for a Federal Direct Loan:

1. Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov)
2. ATC [Direct Loan Request](#) located on the [financial aid forms web page](#).

The MPN is a promise to the lender that you understand you are receiving a loan and that you promise to repay the funds. All loan awards are based on the assumption that you will take and maintain at least six or more credit hours. If you drop below or enroll in less than six credit hours, you will not be eligible to receive the loan funds.

The Entrance Counseling session is a tutorial which explains a student's rights and responsibilities as a borrower.

Instructions for Completing the ATC Federal Direct Loan Application Process

1. Complete the [Free Application for Federal Student Aid \(FAFSA\)](#). Be sure to list ATC's school code: 010056 on the application.
2. Submit all requested documentation to the Financial Aid Office (FAO)
3. Once your file is complete, you will receive an award letter or a letter informing you of your options.
4. If you wish to apply for a loan, complete the [Direct Loan Request](#) form at [www.atc.edu](http://www.atc.edu). See the [financial aid forms web page](#).
5. You must complete a Master Promissory Note (MPN) at [www.StudentLoans.gov](http://www.StudentLoans.gov). **The MPN is a legally binding agreement to repay your loan to the Department of Education.** To sign your MPN, you will need your FAFSA PIN. Go to "Manage My Direct Loan" and sign in with your PIN. Select "Complete MPN" under "Master Promissory Note" section. Click on "Subsidized/Unsubsidized", and follow instructions. If you don't know your PIN or don't have one, visit the PIN site at [www.pin.ed.gov](http://www.pin.ed.gov).
6. If you are a first time student borrower at ATC, you must complete the online student loan counseling at [www.StudentLoans.gov](http://www.StudentLoans.gov). Follow the same procedures in #5 to sign in. Select "Complete Entrance Counseling" under "Counseling" section, and follow instructions.
7. If you are required to meet with the loan counselor by appointment, an additional requirement will be listed on "Missing Correspondence" as Loan Entrance Interview. Check the "Web Advisor" web part in the [MyATC Portal](#). For this additional requirement, contact the Financial Aid Office to schedule an appointment at 803-508-7263.

**Note: You must complete step # 6 prior to scheduling your Interview appointment.**

8. You will receive another award letter from the Financial Aid Office notifying you of your loan award. You must sign and return the award letter to the Financial Aid Office before the funds will be posted to your student account for tuition payment purposes.
9. The loan request will be submitted to the appropriate federal agency.
10. After final approval, you will receive disbursement information from the Department of Education.
11. Check with the Business Office to see when funds will be available to you. This process can take up to two weeks after the approval of the loan so you are encouraged to apply for a student loan early.

### South Carolina National Guard College Assistance Program (SCNG-CAP)

The SCNG-CAP is designed to assist members of the SC National Guard with educational expenses toward a one-year certificate or two-year associate degree. Maximum funding is \$4,500 for South Carolina National Guard and \$9,000 for SC Air National Guard per academic year not exceeding the cost of attendance. Award allocations are prorated based on enrollment. To be eligible, students must be a member in good standing with the active National Guard, U.S. citizen or eligible non-citizen, enrolled at least part-time as a degree seeking student, and maintain Title IV Standards of Academic Progress. Students who have exceeded 130 semester hours, earned a bachelor's degree, earned a one-year certificate or two-year associate degree, and receive a full Reserve Officers' Training Corps Scholarship cannot receive funds from this program. To apply, students must annually complete and submit the SCNB-CAP application to the National Guard.

### Scholarships

Scholarships are offered through a variety of sources with a variety of eligibility requirements.

Students can receive scholarships in addition to federal and state aid. However, the total of all scholarships and financial aid received cannot exceed the cost of attendance as determined by the ATC FAO.



#### Institutional Scholarships

The ATC Foundation awards scholarships to students who have demonstrated outstanding academic achievement in high school or college level course work. Some scholarships are based on general academic achievement, while others are based on potential in specific academic areas. Students are selected primarily during the spring semester (March) for scholarships to be awarded for the following academic year. A second selection process for new or unclaimed scholarships takes place in early June. A listing of the scholarships offered and their eligibility requirements are listed online at [www.atcfoundation.org](http://www.atcfoundation.org). Completion of an ATC Foundation Scholarship Application and the FAFSA is necessary to be considered for one of the college's scholarships.

#### State Legislative Incentive for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the state of South Carolina and all applicants must meet the following criteria:

- Must be a legal resident of South Carolina
- Must be U. S. Citizen or a permanent resident
- Must have graduated from high school or completed a home school program as prescribed by law that meet one of the following requirements for high school graduation:
  - A. Graduated from a high school located in the state of South Carolina
  - OR-
  - B. Graduated from a home school program in SC in the manner required by law
  - OR-
  - C. Graduated from a high school located outside of SC, while a dependent of a parent or guardian who is a legal resident of SC and has custody of the dependent;
- Must attend an eligible SC public or private college or university



- Must have no felony convictions or any alcohol or other drug related misdemeanors
- Must not be a SC HOPE Scholarship, Palmetto Fellows Scholarship or Lottery Tuition Assistance recipient
- Must not be in default nor owe a refund or repayment on any Federal or State financial aid

**LIFE GPA:** Continuing and transfer students are required to provide official high school and college transcripts for each institution attended. All college coursework attempted at another institution or while in high school will be calculated into the LIFE GPA formula.

**Students who wish to be considered for the LIFE Scholarship must complete the appropriate forms with the ATC Enrollment Services Center.**

To determine if you will need to attend the summer semester, it is recommended that a LIFE GPA calculation be requested prior to each summer session.

#### *Additional Criteria for Entering Freshmen*

- 3.0 cumulative grade point average (GPA) at the time of high school graduation
- Enroll in 12 or more non-remedial credit hours per semester (15 recommended)

#### *Additional Criteria for Continuing Students*

- Completed a minimum of 30 non-remedial credit hours during the previous academic year with a cumulative collegiate GPA of 3.0 or greater
- Enroll in 12 or more non-remedial credit hours per semester

#### *Additional Criteria for Transferring Students*

- Completed a minimum of 30 non-remedial credit hours during the previous academic year from all previously attended institutions with a minimum cumulative collegiate GPA of 3.0
- Enroll in 12 or more non-remedial credit hours per semester (15 recommended)
- Submit official transcripts from all post-secondary institutions attended

#### *Renewal Criteria*

In order to retain eligibility for the LIFE Scholarship after the initial year, the student must:

- Enroll full-time (12 or more credit hours) during the period of scholarship disbursement
- Earn and maintain at least a cumulative 3.0 GPA on a 4.0 scale
- Earn 30 non-remedial credit hours by the end of the academic year

The LIFE Scholarship cannot be disbursed for a summer term and cannot be used for continuing education or remedial (transitional) courses. Remedial course work (courses that begin with zero or numbered 100) is not considered earned course work and therefore does not qualify towards the full-time status requirement. A student who must take remedial classes and cannot receive the LIFE Scholarship will have the LIFE Scholarship available for the next semester if the student is enrolled in a minimum of 12 non-remedial credits.

The student can receive the LIFE Scholarship for two semesters if enrolled in a one-year program or for four semesters if enrolled in a two-year program.

Funding for the LIFE Scholarship Program is contingent upon state approval each year. These guidelines may not be inclusive of all eligibility requirements and are subject to change.

For more information regarding the LIFE Scholarship Program and LIFE GPA calculations, visit the SC Commission on Higher Education's Web site at: [www.che400.state.sc.us](http://www.che400.state.sc.us)

## **Employment**

### **Institutional Employment**

Institutional employment allows students to work on campus without applying for financial aid. Limited jobs are available year-round and are listed through the Human Resources Office located in Room 126 of the Ashley J. Little Administration Building.

### **Federal Work Study Program (FWS)**

The FWS program is a federal student aid program that allows the student an opportunity to work part-

time on campus or at other designated sites to help meet their educational expenses. A student can earn up to his or her FWS award during the academic year. Expected earnings are not used toward the student's institutional charges such as tuition, fees and books. Since positions are limited, students should apply early. Available positions are listed through the Human Resources Office located in Room 126 of the Ashley J. Little Administration Building.

## Other Assistance

### Technical Scholars

Sponsorships cover all college tuition, fees, textbooks and provide paid part-time jobs for selected students. Students applying for these scholarships must be fully accepted into an appropriate associate's degree program, meet scholarship application criteria; agree to comply with all sponsoring employer's interviews and other required screenings.

Sponsoring employers make the final decision on who is offered scholarship(s) based upon their needs and the applicant's qualifications. Students interested in the Technical Scholars Program should contact Patsy Fields at (803) 508-7278 or Shareffa Harris at (803) 508-7420.

### Single Parent/Displaced Homemaker Program

Through funding provided by the Perkins Vocational Educational Act, the College provides limited funds for transportation expenses to qualified single parents who are SC residents. For further details, contact Evelyn Pride by calling (803) 508-7380.

### Vocational Rehabilitation

A student with a documented disability or impairment may be eligible for assistance through the county vocational rehabilitation office. The vocational rehabilitation office will require completion of a Form 135. In addition, the student must apply for federal financial aid by completing the FAFSA before being considered for this assistance. Residents of Aiken, Edgefield and Barnwell Counties in South Carolina may call (803) 641-7630 or visit their web site at [www.scvrd.net](http://www.scvrd.net) for more information. Residents of Burke, Columbia, Glascock, Hancock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Screven, Taliaferro, Warren, Washington and Wilkes counties, Georgia, may call (706) 650-5638 or visit their web site at [www.vocrehabga.org](http://www.vocrehabga.org)

Persons seeking accommodations in the classroom should contact Richard Weldon by calling (803) 508-7382.

### Free Tuition for Children of South Carolina National Guard

A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any County Veterans Affairs Office or by writing the Governor's Office, Division of Veteran Affairs; VA Regional Office; Suite 1126; 6437 Garners Ferry Rd; Columbia, SC 29209. Calls are accepted at (803) 647-2434.

## Veterans Assistance



Aiken Technical College is approved for veterans' benefits by the South Carolina Commission on Higher Education for training veterans and dependents under Title 38 of the U.S. Code; Chapter 30,

Montgomery G.I. Bill; Chapter 31, Disabled Veterans; Chapter 32, VEAP; Chapter 35, children and widows of totally disabled or deceased veterans resulting from service-connected conditions; Title 10 of the U.S. Code; Chapter 1606 and Chapter 1607, members of the Selected Reserve.

### **Application for Benefits**

Before applying for benefits, a veteran must first be accepted into a program of study by the ATC Enrollment Services.

All applicants must:

1. Complete and return the Application Packet for VA Educational Benefits to the Enrollment Services Center.
2. Applications for Benefits can be submitted online at [www.gibill.va.gov](http://www.gibill.va.gov)

OR

1. Complete the paper application and attach required documents and submit to the Enrollment Services Center.

The Veteran must furnish the Enrollment Services Center with an official transcript from the high school of graduation and official transcripts from all colleges attended for evaluation. The veteran must have an evaluation of his/her military and college transcripts completed by the end of the first semester of a new program of study.

Information related to transcript evaluation is obtained from the Enrollment Services Center. Veterans Affairs may not pay benefits beyond two semesters unless this evaluation process has been completed. It is the responsibility of the veteran to make sure the evaluation has been completed. In order to change programs, a veteran must complete a Change of Program Form available in the Enrollment Services Center.

### **Conditions for Interruption of Veterans Benefits**

In addition to the college's academic standards of progress described in the catalog, the veteran/dependent must also meet the standards of progress set by the VA listed below.

Each veteran and eligible dependent must maintain a 2.0 cumulative GPA to receive benefits. An evaluation of progress will be done at the end of each semester on each VA recipient.

If a 2.0 cumulative GPA is not maintained during any semester, the veteran will be placed on VA Probation for the following semester. If a 2.0 cumulative GPA is achieved during the probationary semester, the probation status will be removed.

Failure to achieve a 2.0 cumulative GPA during the probationary (two consecutive) semesters will result in termination of VA Educational Benefits for unsatisfactory progress. Benefits are terminated until the student obtains a 2.0 cumulative GPA. If reinstated, it will be determined if reinstated for the student's present program or if the program will have to be changed.

A student whose benefits have been reinstated after being terminated, but who fails to obtain at least a 2.0 cumulative GPA the next semester of enrollment is suspended from further benefits until he/she completes a semester with a 2.0 cumulative GPA or better. Unsatisfactory grade reports (below 2.0 cumulative GPA) in any subsequent semester will again result in the suspension of benefits until he/she attains a satisfactory GPA.

### **Attendance Verification**

All Chapters 30, 31, 32, 33, 35, 1606, and 1607 will be required to submit a monthly verification of enrollment signed by each instructor in addition to the monthly verification required by the Department of Veterans Affairs.

The Attendance Verification form is mailed monthly and will require each instructor's signature verifying the veteran's attendance. The veteran must return the Attendance Verification form by the due date to avoid interruption of benefits. Failure to comply will result in interruption of benefits and an overpayment. The Last Date of Attendance reported to the VA will be the date the form was due.

### **Grading Procedures for Veterans**

In 1976, Congress amended the "G.I. Bill" to encourage veterans to move toward the attainment of

their educational career goals. The law provides that no payment will be made to an eligible veteran for auditing a course or taking a course in which the grade assigned is not used in computing graduation requirements.

The following rules apply to those who receive veterans' benefits:

1. The "I" grade is a non-punitive grade as defined by the Veterans Administration. The grade is not permanent and carries only a message of a temporary condition that will change to a letter grade of A, B, C, D or F.
2. In the event that the veteran receives an "I" at the end of a semester, he/she must accomplish further work in the course at his/her own expense without government reimbursement.
3. A veteran cannot be certified for an "AU," "E," or "NC" grade.
4. A veteran cannot be certified for any course not listed in his/her curriculum. If electives are listed as part of the curriculum, the veteran must not exceed the total number of elective hours designated by the program. A veteran must take only electives that are listed as approved electives or electives that have been approved in writing by the department head.
5. A veteran cannot be certified for developmental or prerequisite courses that do not count toward graduation without written verification of test results indicating a need for such courses.

### **Veterans Change of Status**

A recipient of veterans' benefits must notify the VA/Records Office immediately of any changes that may affect his/her pay status. Such changes include a change of program, change of hours, change of dependency, and change of address. A veteran can obtain the necessary forms and instructions in the VA/Records Office. Interested parties may obtain additional information on veterans' benefits by calling the Enrollment Services Center.

### **Return of Financial Aid**

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a semester. Federal financial aid includes the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Direct Loan Program.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

#### **Percent of Earned Aid**

The number of days attended in the semester divided by the total number of days in the semester.

#### **Aid to be Returned**

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

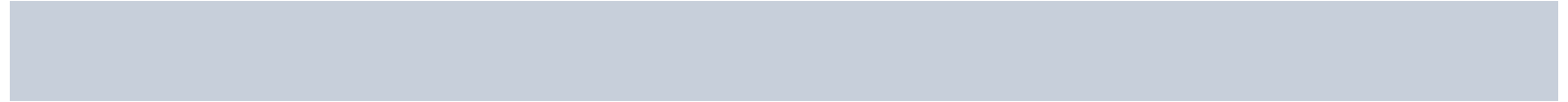
The percent of earned aid multiplied by the amount of federal financial aid disbursed.

The amount of aid to be returned is the responsibility of the college and the student. However, the student will be responsible for repaying the college for the amount that the college was required to return on his or her behalf less any refund that the student is eligible for based on the institutional refund policy. Therefore, a student who does not complete at least 60 percent of a semester may owe repayment to the college and/or the federal government for the amount of unearned federal financial aid.

A student who owes the college may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the ATC Business Office.

A student who owes the federal government will be turned over to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.









Search for...   Programs of Study   Courses

## Academic Policies

Aiken Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Upon successful completion of program requirements, ATC awards the Associate in Arts degree, the Associate in Science degree, Associate of Applied Science degrees with business, health, or technical majors, diplomas and certificates.

### Education Division



The General Education Division, Health Science Division and the Technical Education Division offer degrees, diplomas and certificates. The mission of these academic divisions is to serve students by offering quality courses, programs and instructional support services.

### Core Educational Outcomes

Aiken Technical College endorses and promotes the following core educational outcomes for all degree and diploma students:

1. Graduates will demonstrate effective speaking, reading, and writing skills.
2. Graduates will solve problems using the critical thinking steps to identify, collect, analyze, develop and evaluate information.
3. Graduates will demonstrate quantitative skills and analysis appropriate to their area of study.
4. Graduates will understand contemporary social values and develop an awareness of cultural diversity.
5. Graduates will demonstrate computer and technological proficiency within their area of specialization.

### Degree, Major and Emphasis or Concentration

The following definitions are offered for clarification:

- **Degree:** A broad area of study within a specialization
- **Major:** A general area of study within a specialization
- **Emphasis or Concentration:** A more specific area of study within a specialization

### Advanced Standing

A student who has had similar or equal educational experiences to those required in ATC's curricula may be granted advanced standing upon approval of the courses for transfer and the successful completion of required exemption examinations.

### Advanced Placement Tests

ATC accepts results from the College Level Examination Program (CLEP), DANTES (DSST),

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International Baccalaureate (IB) and the Advanced Placement (AP) tests for advanced placement and exemption of classes.

The College Board (AP), DANTES, and Education Testing Service (CLEP) provide guidelines for awarding credit based on their respective tests. These guidelines are followed by ATC in awarding credit.

International Baccalaureate Credit (IB)

Aiken Technical College will award credit for completion of an IB course with an examination grade of “4” or higher. IB courses taught through the Advanced Placement program (AP) will require a score of “3” or better on the AP examination. Students should notify Enrollment Services that they have earned these scores in order for the Enrollment Services Center to officially post their credit(s).

For each level of credit to be awarded, a specific course prefix and number are listed as an exemption on the student’s transcript. The college updates the list of scores as new information is received from the testing agencies. The student must achieve the following scores to receive college credit:

Advanced Placement Test Score Requirements

Test	Score
American History	3
American Government/Politics	3
Art History	3
Biology	3
Calculus AB	3
Calculus BC	3
Chemistry	3
Computer Science	3
Computer Science: A	3
Computer Science: AB	3
English Language & Comp	3
English Lit. & Comp	3
European History	3
Government & Politics (US)	3
Macroeconomics	3
Microeconomics	3
Math: Calculus AB	3
Microeconomics	3
Physics B	3
Physics C: Elec. & Mag	3
Physics C: Mechanics	3
Psychology	3
Spanish Language	3
Spanish Literature	3
Statistics	3
United States History	3
World History	3

CLEP Test Score Requirements

ATC Course	CLEP Exam	Score	Credits
CHM 110	Gen. Chemistry	50	4
CPT 101	Info. Systems & Computer Appl	50	3
ECO 210	Principles of Macroeconomics	50	3
ECO 211	Principles of Microeconomics	50	3

ENG 101	Freshman College Composition	50	3
ENG 102	Analysis & Inter. of Literature	50	3
ENG 205	English Lit.	50	3
FRE 101	Level I French Language	50	4
FRE 101 & 102	Level II French Language	52	8
GER 101	Level I German Language	50	4
GER 101 & 102	Level II German Language	52	8
HIS 101	Western Civ. I	50	3
HIS 102	Western Civ. II	50	3
HIS 201	History of U.S. I	50	3
HIS 202	History of the U.S. II	50	3
MAT 110	Algebra	50	3
MAT 111	Trigonometry	50	3
MAT 140	Calculus w/ Elem. Functions	50	4
MGT 101	Principles of Management	50	3
MKT 101	Principles of Marketing	50	3
PSC 201	American Gov't.	50	3
PSY 201	Intro. Psychology	50	3
PSY 203	Human Growth & Development	50	3
PSY 210	Educational Psychology	50	3
SOC 101	Intro. Sociology	50	3

Dantes (DSST) Test Score Requirements

ATC Course	DSST Exam	Score	Credits
ACC 101	Principles of Financial Accounting	47	3
ART 101	Art of the Western World	48	3
BUS 140	Business Math	48	3
CPT 101	Introduction to Computing	45	3
CRJ 101	Criminal Justice	49	3
CRJ 130	Introduction to Law Enforcement	45	3
ENG 160	Technical Writing	46	3
HUS 208	Drug and Alcohol Abuse	49	3
LEG 122	Business Law II	44	3
MAT 110	Fundamentals of College Algebra	47	3
MAT 120	Principles of Statistics	48	3
MGT 150	Principles of Supervision	46	3
MGT 201	Human Resource Mgt.	46	3
MGT 240	Organizational Behavior	48	3
PHI 110	Ethics in America	46	3
PSY 203	Lifespan Dev. Psychology	46	3
PSY 231	Fundamentals of Counseling	45	3
REL 103	Introduction to World Religions	48	3
SFT 109	Here's To Your Health	48	3
SPA 101	Level I Spanish Language	50	4
SPA 101 & 102	Level II Spanish Language	63	8
SPC 205	Principles of Public Speaking	47	3

Institutional Credit By Exam

Where approved by the department chair, students may take exemption exams for courses in subject

matter they believe they have already mastered. Generally, students must apply to the department chair and pay the required fee of \$30 before taking the exemption exam. If the request is denied or the student does not pass the exam, the student must take the course to obtain credit for it. The exam fee is non-refundable.

## Military Training Credit

ATC is a member of Service Members' Opportunity College Associate Degree (SOCAD) and awards credit for military training and DANTES test scores based on recommendations made by the American Council on Education in its *Guide to the Evaluation of Educational Experiences in the Armed Services*.

When actual training is verified through the appropriate military documents (DD-214 and DD-295), the training descriptions and recommendations from the *Guide* may be routed to the Education Division so that specific equivalent courses at ATC can be assigned credit on a pass/fail basis or an exemption credit can be given.

## Advisement

Academic advisement is an essential component of each ATC student's achievement of his or her educational, career, and personal goals. This achievement is accomplished through the utilization of a full range of college and community resources. To be successful, each student must establish a positive rapport with his or her advisor. Together, the student and advisor will develop a program completion plan which will lead to graduation.



To successfully complete an academic program at ATC, each student should be aware that advisees (students) have a number of responsibilities. Advisees must:

1. State and explain personal goals, values, abilities, inabilities, and interests.
2. Contact the assigned advisor periodically to keep the lines of communication open and to keep the advisor aware of changes, problems, etc.
3. Make appointments for advisement and registration as early as possible to get the classes desired and keep all scheduled appointments. As a courtesy, we ask that advisees always call if canceling an appointment and reschedule if needed.
4. Become aware of the college's policies and procedures as outlined in the ATC Student Handbook.
5. Bring all essential documents and materials needed for advisement and scheduling.
6. Accept responsibility for all decisions regarding career, educational and personal goals.

## Attendance Requirements for Satisfactory Progress

It is the policy of Aiken Technical College to encourage and support student academic achievement and progress by adopting an 80 percent minimum attendance policy for all credit classes. The calculation of absences begins with the date of the first class meeting. (The only exception to this requirement is in those courses which permit enrollment on an ongoing basis.)

1. One absence is defined as failing to attend one hour of class, lab, or shop. For example, if a class meets two hours per day and a student misses one of those hours, then he or she is charged with one absence.
2. A student should attend all class and lab meetings. Individual faculty members are authorized to set attendance standards higher than the 80 percent minimum to reflect the needs and objectives of a given course. It is the student's responsibility to see the instructor about missed work.
3. Withdrawals: The student is responsible for contacting his or her instructor(s) and asking to be withdrawn online. Disciplinary and administrative withdrawal cases are exceptions.
4. Violation(s) of attendance requirements may change the eligibility of the student for financial

aid or veterans benefits.

### Auditing Courses

A student who desires to attend classes regularly but does not wish to take examinations or receive grades or credit may register as an audit student. The decision to be an audit student must be made at the time of registration and approved by the faculty member. Once the class has started, the status cannot be changed.

Once a student has enrolled to audit a course, he or she cannot take the course for credit or vice versa within the same semester. An audit student may choose whether to participate in class discussions and take tests. An audit student must pay the same fees charged to students taking the class for credit.

### Changing Schedules

A student may change schedules through the add/drop period each semester.

To add or drop a course during the add/drop period, the student may use WebAdvisor or go through his/her advisor. The student may also complete an add/drop withdrawal form, available in the Enrollment Services Center.

### Course Exemptions

Exemption exams (institutional Credit by Exam) are available for any student who wishes to avoid repeating subject matter which has already been mastered. A student seeking to exempt courses for which he/she has not already registered must complete an Exemption Exam Request Form available through the Enrollment Services Center. If the exam request is approved by the Department Chair, a \$30 fee will be charged for the exam. Upon the successful completion of the exam under supervision, a grade of "E" will be entered on the student's transcript for the class exempted. If the student does not pass the exemption exam, he or she must enroll through normal procedures in order to receive credit. See "[Advanced Standing](#)"

### Retention Alert

The college's Retention Alert Program is designed to support student success. Instructors utilize Retention Alert to refer students who face academic or personal challenges in relation to class performance. Examples include frequent absences, poor performance on assignments or tests, or a number of other other issues. Through Retention Alert, students are referred to the Academic Success Center, Counseling Services, the Enrollment Services Center, or other student services.

### Grade Point Average

A grade point average (GPA) is maintained for each credit student. The grade point average is determined by dividing the sum of the grade points earned for each course by the total number of credit hours attempted.

A program GPA of 2.0 is required for graduation. To determine GPA, numerical value grade points are assigned to final grades as follows:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

### Grades

Aiken Technical College students are awarded one of the following grades for each course in which they are officially enrolled based on the stated criteria:

1. A\* - Represents excellent work as demonstrated by ability to master course content. "A" is used in GPA calculations, earns credit hours, and carries a value of four grade points for each credit hour.
2. B\* - Represents above average work as demonstrated by mastery of a significant portion of



course content. "B" is used in GPA calculations, earns credit hours, and carries a value of three grade points for each credit hour.

3. C\* - Represents satisfactory work as demonstrated by an average mastery of course content. "C" is used in GPA calculations, earns credit hours, and carries a value of two grade points for each credit hour.
4. D\* - Represents work which is below average and shows a minimum comprehension of course content. "D" is used in GPA calculations, earns credit hours, and carries a value of one grade point for each credit hour.
5. F\* - Represents a failure to meet minimum course objectives. "F" is used in GPA calculations, earns no credit hours, and carries zero grade points for each credit hour attempted.
6. I - Represents "Incomplete" and is assigned at the discretion of the faculty member when a student has made satisfactory progress toward meeting the course requirements but (a) has not satisfactorily completed a final project or assignment, (b) has not taken and/or passed all required tests and has been given the option of a makeup test, or (c) has missed the final exam for an acceptable reason but has not made up the exam by the time grades are due. An "I" does not affect GPA calculations, earns no credit hours, generates no grade points, and defaults to "F" automatically after one semester unless the instructor denotes a different grade. It is the student's responsibility to resolve an "I" grade prior to the end of the following semester.
7. E - Represents "Exempt" and is used when a student passes an AP, CLEP, DANTES, IB or exemption exam for a particular course, or demonstrates proficiency in the skills or content to be mastered in that course through continuing education credits (CEUs), work experience, experiential or military experience training. "E" is not used in GPA calculations and does not generate grade points but does earn credit hours.
8. TR - Represents "Transfer Credit" and is assigned for allowable equivalent credit earned at other colleges for which a minimum grade of "C" was earned. "TR" is not used in GPA calculations and generates no grade points but does earn credit hours.
9. AU - Represents "Audit" and is not used in GPA calculations, earns no credit hours, and carries no grade points.
10. U - Represents "Unsatisfactory" and denotes unsatisfactory progress in a Continuing Education course. "U" does not affect GPA calculations, earns no credit hours or Continuing Education Units (CEUs), and generates no grade points.
11. W - Represents "Withdrawn" and is used in either of the following cases: (a) a student withdraws after the end of the add/drop period but on or before the midterm date or (b) a student withdraws from classes after midterm because of extenuating circumstances and is passing those classes in which he or she is enrolled. "W" is not used in GPA calculations, earns no credit hours, and carries zero grade points for each credit attempted.
12. WF - Represents "Withdrawn Failing" and may be used when a student is failing and formally withdraws from a class after midterm. "WF" is used in GPA calculations, earns no credit hours, and carries zero grade points for each credit hour attempted.

\* Note: Grades awarded for developmental courses will not be used in GPA calculations. A guide to calculating GPA is in the Student Handbook.

**Grade Change**

A student who believes that an error has been made in the assignment of a grade should contact the faculty member involved as soon as possible. Failure to act within five working days of the next semester disqualifies the student from further consideration.

**Review of Student Grades (Appeals)**

The assignment of grades should be based on information provided in the course syllabus. Therefore, grades are given at the discretion of the faculty member and course grades are not subject to an appeal through the Dean of Student Development. Students must seek a review of their assigned grade through the faculty member, department chair, dean, and Vice President of Education and Training.

**Graduation**

Commencement exercises to award Associate's degrees, diplomas and certificates are held annually on campus. A student is eligible for graduation when he/she completes the requirements for a degree, diploma or certificate. The student must complete an Application for Graduation and turn in the form to the Enrollment Services Center by the deadline for the appropriate semester.



## Graduation Requirements

All students who expect to receive a degree, diploma or certificate from Aiken Technical College must complete a number of requirements.

Specific course requirements for each major are defined later in this catalog. Regardless of the level of award, all students must meet the following requirements:

1. Complete all general education requirements specified for the award.
2. Complete all program credit hours.
3. Complete all academic course credit with a minimum of a cumulative 2.0 program grade point average (GPA).
4. Complete all residency requirements (courses taken at ATC) as specified for each award. A student must take and earn a minimum of 25 percent of credits required for graduation from a degree, diploma or certificate program of study at Aiken Technical College. Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at Aiken Technical College. The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.
5. Complete all financial obligations to the college.
6. Complete all proper applications for graduation by the established deadline.
7. A student who achieves a cumulative 4.00 grade point average qualifies to graduate "With Highest Honors." A student who achieves a cumulative 3.75-3.99 grade point average qualifies to graduate "With High Honors." A student who achieves a cumulative 3.50-3.74 grade point average qualifies to graduate "With Honors."

## Program Awards

Aiken Technical College recognizes successful program completion by awarding Associate degrees, diplomas or certificates.

Associate degrees are conferred for satisfactory completion of course work at both the technical and college-transfer level. The time required for completing an Associate's degree ranges from four to five semesters for full-time students, depending on the program of study and/or the course load. An evening student can expect to attend seven to nine semesters.

Diplomas certifying satisfactory performance of prescribed work are awarded upon completion of the equivalent of at least three semesters of full-time study.

Certificates are awarded to students who complete special training programs with a duration of the equivalent of two full-time semesters or more.

Developmental courses or other prerequisites may add to the time required for a student to graduate.

## Repeating Courses

When a course is taken more than once, only the last grade earned for the course is calculated in the program and cumulative GPA.

## Standards of Progress

### Satisfactory Academic Progress

To remain in good standing, a student enrolled in regular curriculum classes must maintain a 2.0 grade point average (GPA). Financial aid students must also meet other Standards of Academic Progress as outlined in the "Award Terms and Conditions" brochure.

- A. Degree, Diploma and Certificate Programs: A program GPA of 2.0 is required to graduate from any degree, diploma or certificate program.
- B. Career Development: A student enrolled as Career Development (CD) must comply with the same standards of progress as described above.
- C. Developmental Education Courses: An ATC student enrolled in developmental education courses must make satisfactory academic progress in each discipline in which he or she is enrolled in order to proceed to the next course. This requires a student to earn a grade of "A," "B" or "C" in all developmental education courses.

### Academic Warning

The first time a student fails to meet academic standards (semester GPA and/or GPA below the required cutoff hours attempted), he/she faces the following actions:

- 1. The student is urged to seek study skills assistance or counseling.
- 2. The student is restricted to taking no more than twelve semester hours in the fall or spring semester (nine semester hours during the summer term).

If a student raises his/her semester average above the minimal standards but his/her cumulative GPA remains below standard, the student remains on Academic Warning status with the same limitations noted above.

### Academic Probation

If both the semester and cumulative GPAs are still under a 2.0 GPA after one semester in Academic Warning status, the student faces the following actions:

- 1. The student must take any needed developmental course(s).
- 2. The student is limited to nine semester hours in fall or spring semester (six during summer session).
- 3. The student should note the potential for Suspension following the "Probation" semester if he/she does not maintain the required GPA for the term. In addition, if either the semester or cumulative GPA remains below standard, the student will remain on Probation with all of its limitations.

### Academic Suspension

If both the cumulative and semester GPAs are below a 2.0 GPA after one semester in academic probation status, the student will be suspended for one semester. If the student has extenuating circumstances and wishes to appeal the one-semester suspension, he/she may appeal in writing to the Director of Career Development Services. A student is not immediately readmitted under normal circumstances.

Actions:

- 1. A letter will be sent to the student with the status and instructions for appeal.
- 2. The student is prohibited from enrollment for ONE SEMESTER unless he/she successfully appeals. (Summer term does not count as a suspended semester.)

The initial decision of the designated college official regarding suspension may be further appealed to the Dean of Student Development. After consultation with the student and evaluation of the circumstances, the Dean of Student Development rules on the student's appeal. The decision of the Dean of Student Development regarding suspension is final.

If the student is readmitted on appeal or has been readmitted after serving a semester of non-attendance, he/she will be continued/readmitted on PROBATIONARY status with a limit of nine semester hours.

### Academic Dismissal

If a student is readmitted to ATC and fails to maintain a 2.0 GPA during the readmission semester, he/she will be dismissed from the college.

Actions:

- 1. A letter will be sent to the student with the status and instructions for appeal.
- 2. The student is prohibited from further academic enrollment at ATC unless readmitted on probationary status after one full year of non-attendance. See "Readmission after Suspension or Dismissal" below.

### Suspension/Dismissal Appeals

Suspension or dismissal for academic reasons is based on the college's Standards of Progress. Students in academic difficulty usually benefit from a period of time to refocus their academic pursuits, earn support funds and review career decisions. Therefore, the college will require these students to

withdraw from the college for a selected period of time. Appeals of this suspension or dismissal are made to the Dean of Student Development or his/her designee.

#### **Examples of acceptable extenuating circumstances for appealing Academic Suspension:**

1. Hospitalization for an extended period of time (doctor's verification must be attached to appeal).
2. Divorce/separation/family crisis causing extreme hardship (Divorce Decree, Separation Agreement, or other verifiable documents must be attached to appeal).
3. Death or serious illness in the immediate family causing extreme hardship (a verifiable document must be attached to appeal).
4. Other verifiable circumstances causing hardship and significantly contributing to poor academic performance (a verifiable document must be attached to the appeal).

#### **Examples of non-acceptable circumstances for appealing Academic Suspension:**

1. A low GPA
2. Transportation problems
3. Changes in employment schedule
4. Failure to withdraw officially from classes
5. Taking too many courses or taking the wrong courses
6. Minor illness in immediate family
7. Childcare problems

### **Readmission after Suspension or Dismissal**

Aiken Technical College recognizes that the circumstances of a student who has been academically suspended or dismissed may change. A student who has been academically suspended or dismissed may be readmitted after one full academic year of non-attendance.

To be readmitted, the student must appeal to the Dean of Student Development in writing, asking for an interview to explain how his/her circumstance has changed. After the student completes an interview with the Dean of Student Development, or designee, a decision will be made regarding the student's request to be readmitted.

If readmitted under this policy, the student is readmitted on probationary status and can take a maximum of nine credit hours. He/she will be permanently dismissed from the college if he/she does not earn a 2.0 GPA for the semester of readmission. The student's cumulative GPA is not adjusted upon re-entry to the college.

### **Withdrawal/Termination and its Effect on Satisfactory Progress for all Students Enrolled in Credit Courses**

1. The withdrawal period begins on the first day of class after the add/drop period.
2. A student must initiate a withdrawal form on or prior to the midterm date to receive a grade of "W."
3. A student who is failing and withdraws after the midterm date or whose last date of attendance is after the midterm date may be assigned a grade of "WF."
4. A student who is failing and fails to initiate a withdrawal before the final exam period receives a grade of "F" for the course.

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# General Information

## Drug Free Campus Policy

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol, narcotics, drugs or other controlled substances at the workplace and in the educational setting. Unlawful use for these purposes is defined as a violation of federal/state/local regulations, policy, procedures, rules and legal statutes.

Educational setting includes both institutional premises and approved educational sites off campus. Students may be suspended or dismissed from the college for violations of this policy. For the complete policy, see the Drug & Alcohol Policy in the Student Handbook.

## English Fluency Requirements

ATC maintains procedures to ensure that all permanent and adjunct faculty possess adequate proficiency in both written and spoken English. The college will respond appropriately to student concerns regarding an instructor's English fluency. Students should address any concerns about English fluency to a counselor in the Student Development Office.

## General Educational Development (GED)

Although the college does not provide testing for the GED or a program for GED students, a student who wishes to prepare to take the General Educational Development (GED) Test to receive a high school equivalency certificate may take classes in writing, reading and math. Day and evening classes are available. To receive a GED, the interested parties should contact the Adult Basic Education Office within their local public school district or the ATC Student Development Office for more information.

## Health Services and First Aid

ATC is a commuter campus, therefore, the college provides only basic first aid for minor injuries. However, the college will assist a student who becomes ill in securing transportation home or to a doctor or hospital.

## Student Conduct

The Student Handbook section of this catalog contains the Student Code and the Student Grievance Procedure. It is the responsibility of all students to be aware of their rights and responsibilities while attending ATC.

A student may be dismissed for aggravated or repeated violations of student regulations. A student dismissed because of his/her conduct may be readmitted only upon the recommendation of the Dean of Student Development

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and the approval of the college President.

The ATC Student Honor Code represents a standard of conduct to which each student should aspire: "As a member of the Aiken Technical College community, I am committed to the ideal and practice of honorable behavior. I will conduct myself in a civil manner, respect the rights and property of others, and support the College's values and educational mission. I will maintain personal and academic integrity in all aspects of campus life. I recognize the dignity of all individuals and will respect and learn from the ideas represented in our collective diversity. I will uphold the Aiken Technical College standard of excellence."

## Student Insurance

A group policy paid by ATC from student fees provides accident insurance for all registered students. Students are insured while on college premises during scheduled class days and on college-sponsored activities and trips. Coverage does not extend to students attending athletics events as spectators or attending other social activities.

## Student Parking

All vehicles on campus must display a current ATC parking permit. Parking permits are valid for the duration of the student's stay at ATC. Students should obtain permanent and temporary permits during registration or later through the ATC Bookstore. Students must submit a class schedule and a valid vehicle registration when requesting a parking permit. Permits must be clearly visible and may not be altered. Temporary decals may be obtained in the bookstore for students driving a different vehicle on a temporary basis. At no time may an enrolled student park in visitor or faculty parking spaces. Unpaid traffic fines double five working days from issuance. Grades, transcripts and registration privileges will be withheld until all parking fines are paid. For all information on parking regulations and fines, refer to the [Parking Regulations](#) web page.

## Telephone Calls

ATC cannot provide for the receipt or delivery of personal messages, flowers, etc. Classes will not be interrupted for this purpose.

Public telephones available for student use are located in the Ashley J. Little Administration Building (100-200), 700-800 Building and the Gregg-Graniteville Student Activities Center (900). Should a family emergency occur such as death, serious illness or serious injury, Student Development will make every effort to notify the student of the situation.

## Tobacco Products

The use of tobacco products is prohibited on the ATC campus. These products include, but are not limited to: cigarettes, cigars, pipes and smokeless tobacco.

## Visitors

Visitors not attending a specific ATC function must check in with Student Development upon their arrival on campus. Students may not take visitors to class with them except with special administrative approval. Under no circumstances should children of students be allowed to enter classrooms or be left unattended on campus. No pets except seeing-eye dogs are allowed on campus. Owners of seeing-eye dogs must make prior arrangements for their animals to accompany them to class.

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## Academic Support Services

### Bookstore

The ATC Bookstore, located in the Gregg-Graniteville Student Activities Center, carries textbooks and materials to support all classes offered by the college.

#### Bookstore Hours

Monday-Thursday    7:45 a.m.-6:00 p.m.  
Friday                7:45 a.m.-1:00 p.m.

In addition to textbooks and other school supplies, the bookstore offers a large selection of ATC sportswear.

Textbook ISBN numbers and prices are listed on our website at [bookstore.atc.edu](http://bookstore.atc.edu).

#### Returns

##### *Academic Textbooks:*

15 calendar days after start of class, a copy of the student's class schedule is required when returning textbooks.

##### *Non-Textbook Merchandise:*

15 calendar days from date of purchase, a receipt is required when returning merchandise.

##### *No Returns on:*

Reference items, clearance items, print credits, special orders or perishable items.

An original cash register receipt must be presented to the bookstore as proof of purchase on all items. Returned textbooks must be in their original shrink-wrap for return. Textbooks must be in their original condition, free from markings or damage of any manner. Store personnel decisions are final on the condition of the return. Software, multimedia products and electronics are refundable in their original, unopened packaging only.

#### Refunds

If you paid by check, a check refund form must be completed. A refund check will be processed and mailed from the ATC Business Office. If you paid by credit card, your return will be credited back to your credit card account. If you paid by a sponsor voucher or Pell Grant, the return will be credited to the sponsor or Pell.

#### Print Credits

Print credits may be purchased in \$5 increments from the bookstore and may be used for library and classroom printing.

#### Book Buyback

*In-Store Book Buyback:* A national wholesale vendor will conduct a book buyback in accordance with the academic calendar scheduling for final exams at the end of each semester. All books are eligible to receive a wholesale value as determined by the wholesale vendor. Buyback value is determined by the wholesale company and based on the national demand for a title. Not all books have a buyback value.

*Online Book Buyback:* Online book buyback is available through MBS at the following web page: [ATC Bookstore](http://bookstore.atc.edu). This option will be available to students and others when the in-store buyback is not in session.

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## Online Learning

Aiken Technical College offers a variety of online and hybrid courses. Courses considered to be online are 100% online with no face-to-face meetings, while those that are hybrid are a 50/50 mix of online and face-to-face work. While online courses are not place sensitive, occasionally, they may be time sensitive or students may be allowed access to instruction at any time of the day or night. Because instructors and classmates are not physically present, students who take online classes must be strong, independent learners.

More information about online learning is provided in the [Online Learning](#) section of the college's web site. This area also lists hybrid/online course offerings for each semester.

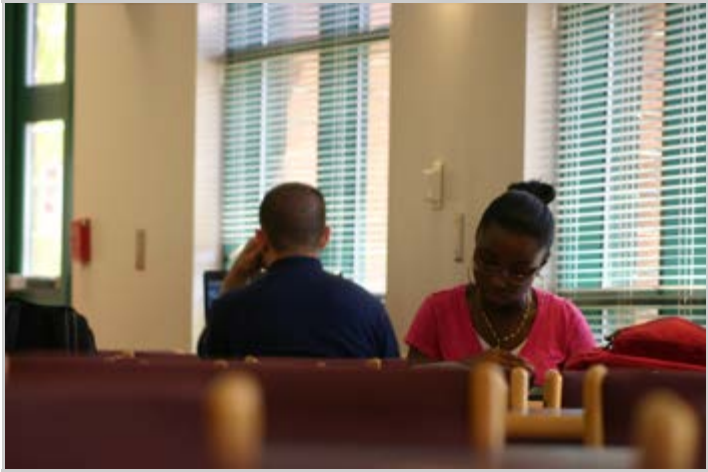
Enrollment procedures are usually, but not always, the same for online and hybrid learning courses as they are for traditional courses. Contact your advisor for information about distance learning courses offered in your program of study.

## Library and Learning Resources Center

The ATC Library serves students, faculty, staff and residents of the college's service area. It contains a collection of more than 55,000 items including books, periodicals, audiovisual materials and online databases.

The library supports the academic, technical and job training programs of the college.

The Library and Learning Resources Center include a full-service media department, areas for study and research, and areas for viewing audiovisual materials. Two fully equipped computer labs are also available for patron use.\*



Printers and a coin-operated copier are also available in the library.

Overdue book fines are computed at **25 cents per day** for regular two-week loan items. **Students must present a valid ATC identification card to check out materials.**

### Reference and Research Assistance

- Interlibrary loan
- Instruction on library research skills
- Self-service photocopying equipment
- Full library services to Distance Learning students
- Online databases available off campus

### Computerized Library Technology

- Computer work stations to assist with class research projects \*
- Student access to the Internet \*
- Wireless internet access

### Library Hours

Monday- Thursday	8:00 a.m.-9:00 p.m.
Friday	8:00 a.m.-4:00 p.m.
Saturday	8:00 a.m.-12:00 p.m. (Closed in Summer)

Sunday CLOSED

Variations for holidays, break sessions, and exam periods are posted in the library in advance. The library is closed on Saturdays during the summer term.

### \* Computer Use Statement

Student computer workstations are reserved for the express purpose of providing access to computer programs and the Internet, and are NOT to be used to store a student's personal or course work information. Unless an instructor has given specific instructions, a student's personal or class work files must be stored on portable media such as a USB storage device or diskette.

Unauthorized stored files, including those saved on a hard drive, may be deleted without prior notice. The college assumes no liability for the loss of unauthorized stored files.

According to ATC Computer Ethics Procedure ([4-4-108.2](#)), the college reserves the right to monitor, manage, and control the usage of computer resources and to make changes in these procedures without prior notice to users. The following is a partial list of the kinds of uses that could subject users to penalties by the college or an outside authority:

- Harassment (unwanted communication)
- Sexual harassment (including accessing pornographic sites offensive to others)
- Violation of another's privacy
- Destruction of equipment or software
- Violation of computer security system
- Unauthorized use of accounts or access codes
- Attempts to capture or break passwords
- Violation of copyright or software agreements (especially downloading multimedia or other documents)
- Academic dishonesty (plagiarizing or purchasing online assignments)
- Violation of college policy or local, state or federal law
- Criminal, unethical, or dishonest usage: "spamming," "spoofing," etc
- Using computing facilities for personal gain without contractual agreement with the college
- Changing computer settings, such as removing, altering, or installing software, wall paper or screen savers unless instructed to do so as a part of a class, etc.

Student violation of the above may result in the following disciplinary actions initiated by the Dean of Student Development:

- Verbal warning (usually first offense);
- The assignment of ten (10) hours of Community Service completed within two weeks; or
- Immediate suspension from ATC classes (administrative withdrawal without refund) if the disciplinary action is not completed or the offense warrants immediate action by the college.

## Teaching and Technology Center

The Teaching and Technology Center (TTC) provides faculty with support for curriculum and instructional development, as well as course delivery in face-to-face, online, and hybrid learning environments. See the [Online Learning](#) section above for information on student support for online courses. The Media Services function of the TTC provides support for classroom technologies and campus events.

## Test Center

The Test Center provides a quiet, supervised environment where students can take make-up tests. The testing coordinator administers make-up tests, placement tests and a variety of continuing education and skills certification tests. Students must present a current ATC student ID or a valid government issued picture ID.

### Test Center Hours

Monday & Thursday 8:00 a.m.-6:00 p.m.

Tuesday & Wednesday 8:00 a.m.-5:00 p.m.



Friday	9:00 a.m.-1:00 p.m.
Saturday	9:00 a.m.-1:30 p.m.
Sunday	CLOSED

## Tutoring Services

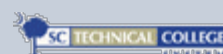


Aiken Technical College's Academic Success Center (ASC) is located in room 770. The Center's purpose is to enhance student learning by offering support services in a friendly customer-oriented environment. The ASC provides currently enrolled students free tutoring in math and English. Tutoring for other subjects is available upon request or qualified tutor availability. Appointments are not necessary, but services are contingent upon the availability of qualified tutors and offered on a first-come, first-served basis.

The Academic Success Center is open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. during fall and spring semesters and hours will be announced during summer sessions. Study skills workshops are available through the ASC each semester. Topics will vary, but upcoming workshop dates, times, and details will be posted on My ATC and around campus.

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## Student Activities



Campus Connections student activities provide opportunities for students to engage, learn, and connect through a variety of entertaining and informing presentations and events. Usually held from 12:15 p.m. until 1:30 p.m. on Wednesdays, Campus Connections activities provide weekly opportunities during the fall and spring semesters for students to get involved with campus life.

## Student Organizations

The college encourages all ATC students to participate in student organizations. Student organizations are open to all students without discrimination on the basis of sex, color, age, religion, national origin or disability. Each student organization is educationally based and has clearly defined goals and objectives.

Student organizations include the Student Government Association (SGA), American Welding Society, Christian Life Club, Phi Theta Kappa (the international scholastic honor society for two-year colleges), Student Nurses Association, and Student Veterans Association. Students are encouraged to participate in the formation of new student organizations that support the college's mission. More information is available from the Student Development Office.



## Student Government Association

All credit students at ATC are members of the Student Government Association (SGA). The SGA seeks to promote activities for all students and often plans activities and programs which are open to the college community. The SGA's goals are to maintain high standards of scholarship and honor, to preserve the integrity of the institution and its educational environment, to assist in administering regulations, to serve as the liaison between the administration and the student body, and to transact business pertaining to the student body. The offices for SGA are president, vice president, secretary and treasurer.

## Campus Ambassador Program

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The ATC Campus Ambassador program provides an opportunity for students enrolled in different programs of study to develop leadership and public relations skills while representing the college. As representatives of the college, Campus Ambassadors will participate in social, cultural and marketing activities sponsored by the college.

Applications for the Campus Ambassador program are solicited each semester if space and funding are available. For more information, contact the program coordinator, Anna Dolianitis, at 803-508-7477.

**Gregg-Graniteville Student Activities Center**

The ATC Gregg-Graniteville Student Activities Center provides the student with a central location to spend time between classes. The center houses meeting areas, the ATC Bookstore, the ATC Wellness Center, and office space for student organizations.

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## Student Support Services

### Career Development and Employment Services

#### Career Development Services

The college's Office of Student Development provides prospective and enrolled students with a range of career planning services designed to help students choose a career path. Utilizing various assessment instruments, career exploration resources, and educational program information, counselors help students establish career goals. ATC encourages all students to utilize career services resources.



#### Counseling Services

The mission of Counseling Services is to support students by empowering them to address barriers to success. ATC maintains a staff of professional counselors who are available both day and evening to counsel any student confidentially regarding academic, professional, personal or social concerns. Counseling Services staff members also provide assistance for students affected by emergency situations. A student can meet with a counselor on a walk-in basis or by making an appointment.

#### Orientation

There are several types of orientation available to a student entering ATC. Entering students meet with an enrollment advisor at the point of acceptance to the college. The meeting provides an explanation of placement test scores and information about placement. The meeting also provides students with basic information concerning getting started in college, including policies about transfer, conduct rules, refunds, advanced standing and academic standards. Information will also be provided about academic advising, financial aid opportunities, tutoring and campus safety and locations of key services. In addition, each semester ATC offers a credit course titled College Skills (COL 103). This class provides a student with the resources needed to develop learning strategies, self-management skills, enhance test-taking skills and explore career opportunities. Finally, the college offers a New Student and Family Orientation to provide students and their families with an overview of the college's programs, ATC student support services, meet program faculty, and tour the college.



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## Protected Health Information

The Health Insurance Portability and Accountability Act (HIPPA) requires certain designated components within Aiken Technical College to maintain the privacy of protected health information (PHI) and to provide individuals with notice of the college's legal duties and privacy practices with respect to PHI.

HIPPA describes how medical information about you may be used and disclosed and how you can get access to this information.

For further information concerning HIPPA and PHI, contact Aiken Technical College's Human Resources Office.

### Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, describes the conditions under which information about a student can be released. It is the policy of Aiken Technical College to follow these guidelines to protect the privacy of students.

The following student rights are covered by the Act and afforded to all eligible students of the college:

1. The right to inspect and review information in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent of personally identifiable information from the student's records (with certain exceptions).
4. The right to secure a copy of the college's policy.
5. Parents who can establish proof of dependency by presenting a copy of their tax return to the Director of Enrollment Services or designee may view the records of a dependent without the written consent of said dependent.
6. The right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the college's policy statement which may be obtained from Enrollment Services. A form authorizing parents or others to review student financial aid or student services files is available in the Enrollment Services Center.

#### Note:

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### Directory Information

The college may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student, unless that student requests in writing that such information not be disclosed. The items listed below are designated as directory information and may be released on any student for any purpose at the discretion of the college unless a written request for non-disclosure is on file: name, address, e-mail, telephone number, dates of attendance, major field of study, awards, honors, degree(s) conferred and previous institution(s) attended.



A student who wishes to request non-disclosure of the above items may submit a written request to Enrollment Services. The college may not provide the parent of a student over eighteen years of age any information about the student's progress without the explicit written consent of the student or a copy of IRS tax forms indicating the student is a dependent of the parent seeking such information.

Services for Students with Disabilities

ATC provides special services to students with disabilities. Our goal is to improve the educational development of all students by offering an understanding and supportive campus environment. A counselor is available to provide direct assistance to these students. In order for a student to receive class accommodations based on a disability, the student must complete a form requesting assistance and submit documentation supporting the request. The counselor will review the documentation, determine the appropriate accommodation, and notify the student. The student will then take the form to each of his/her instructors each semester.



ATC encourages student independence by creating and maintaining an accessible physical environment and by providing a supportive psychological environment.

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# Programs of Study Indexed by Topic Cluster

The college's education and training certificates, diplomas and degrees are organized under career clusters based on an occupational and industrial approach. The clusters are organized around broad industry areas or economic sectors. The clusters are provided to allow students the opportunity to pursue a full range of educational programs based on a career interest.

DEGREE	SUBJECT
<b>Business, Marketing and Finance</b>	
<a href="#"><u>Associate in Applied Science</u></a>	Management
<a href="#"><u>Certificate</u></a>	Occupational Studies Certificate - Business
<a href="#"><u>Certificate</u></a>	Small Business Management
<a href="#"><u>Certificate</u></a>	Business Transfer
<a href="#"><u>Associate in Applied Science</u></a>	Marketing
<a href="#"><u>Certificate</u></a>	Marketing Specialist
<a href="#"><u>Associate in Applied Science</u></a>	Accounting
<a href="#"><u>Certificate</u></a>	General Accounting

<b>Education</b>	
<a href="#"><u>Associate in Applied Science</u></a>	Early Care and Education
<a href="#"><u>Certificate</u></a>	Occupational Studies Certificate - Early Care and Education
<a href="#"><u>Certificate</u></a>	Early Childhood Development
<a href="#"><u>Certificate</u></a>	Childcare Management
<a href="#"><u>Associate in Arts</u></a>	Early Childhood Education Transfer Track

<b>General Studies</b>	
<a href="#"><u>Certificate</u></a>	General Studies
<a href="#"><u>Electives</u></a>	Interdisciplinary Studies

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Associate in Science Major in General Technology

Health Sciences

Associate in Applied Science Nursing

Associate in Applied Science LPN to ADN Transition

Diploma in Applied Science Nursing (PN)

Certificate Pre-Allied Health (Nursing)

Certificate Certified Nursing Assistant (CNA)

Certificate Pre-Nursing

Associate in Applied Science Radiologic Technology

Certificate Pre-Allied Health (Radiologic Technology)

Diploma in Applied Science Expanded Duty Dental Assisting

Certificate Pre-Allied Health (Expanded Duty Dental Assisting)

Diploma in Applied Science Surgical Technology

Certificate Pre-Allied Health (Surgical Technology)

Associate in Applied Science Major in General Technology Emphasis in Paramedic

Certificate Emergency Medical Technician: Basic

Certificate Emergency Medical Technician: Advanced

Certificate Patient Care Assistant

Certificate Electronic Health Records

Certificate Pharmacy Technician

Certificate Medical Coding

Certificate Medical Assistant

Certificate Health Sciences Preparation

Information Technology

Associate in Applied Science Computer Technology (Networking)

<u>Certificate</u>	Computer Networking
<u>Associate in Applied Science</u>	Computer Technology (Programming)
<u>Certificate</u>	Internet Programming
<u>Certificate</u>	Computer Game Design
<u>Certificate</u>	Web Page Design
<u>Certificate</u>	Occupational Studies Certificate - Computer Technology
<u>Associate in Applied Science</u>	General Technology (Multimedia & Marketing)
<u>Certificate</u>	Occupational Studies Certificate - Multimedia and Marketing
<u>Associate in Applied Science</u>	Network Systems Management

**Manufacturing**

<u>Associate in Applied Science</u>	Industrial Maintenance Technology
<u>Certificate</u>	Occupational Studies Certificate - Industrial Maintenance Technology
<u>Certificate</u>	Electrical/Maintenance
<u>Associate in Applied Science</u>	General Technology (Welding Technology)
<u>Certificate</u>	Occupational Studies Certificate - Welding Technology
<u>Certificate</u>	Welding
<u>Associate in Applied Science</u>	General Technology (Heating, Ventilation, Air Conditioning)
<u>Certificate</u>	Occupational Studies Certificate - Air Conditioning/Refrigeration
<u>Certificate</u>	Heating, Ventilation, Air Conditioning and Refrigeration Certificate
<u>Certificate</u>	Occupational Studies Certificate - Machine Tool Technology
<u>Certificate</u>	Computerized Numerical Control (CNC)

**Nuclear**

<u>Associate in Applied Science</u>	Major in Nuclear Quality Systems (Pending Approval Summer 2013)
<u>Certificate</u>	Occupational Studies Certificate - Nuclear Quality Systems
<u>Certificate</u>	Nuclear Quality Engineering Principles
<u>Certificate</u>	Electrical & I/C Nuclear Quality Control Inspection

<u>Certificate</u>	Mechanical Nuclear Quality Control Inspection
<u>Certificate</u>	Nuclear Quality Assurance Auditing
<u>Associate in Applied Science</u>	Radiation Protection Technology
<u>Certificate</u>	Occupational Studies Certificate - Radiation Protection Technology
<u>Certificate</u>	Radiological Control Technology

**Public Safety**

<u>Associate in Applied Science</u>	Criminal Justice
<u>Associate in Arts</u>	Criminal Justice Transfer
<u>Certificate</u>	Occupational Studies Certificate - Criminal Justice

**Science, Technology, Engineering and Mathematics**

<u>Associate in Applied Science</u>	Electronic Engineering Technology
<u>Certificate</u>	Occupational Studies Certificate - Electronics Engineering Technology
<u>Certificate</u>	Computer Electronics
<u>Associate in Applied Science</u>	General Technology (Engineering Graphics Tech.)
<u>Certificate</u>	Occupational Studies Certificate - Engineering Graphics Technology
<u>Certificate</u>	Engineering Transfer
<u>Certificate</u>	Computer Aided Design (CAD)
<u>Certificate</u>	Pre-Engineering
<u>Certificate</u>	Physical and Chemical Sciences

**University Transfer**

<u>Associate in Arts</u>	
<u>Certificate</u>	General Studies - AA
<u>Associate in Science</u>	
<u>Certificate</u>	General Studies - AS
<u>Certificate</u>	Business Transfer



<a href="#"><u>Certificate</u></a>	Engineering Transfer
<a href="#"><u>Associate in Arts</u></a>	Social and Behavioral Sciences Track
<a href="#"><u>Associate in Arts</u></a>	Early Childhood Education Transfer
<a href="#"><u>Associate in Arts</u></a>	Criminal Justice Transfer

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## Business, Marketing and Finance Programs

### Associate in Applied Science: Major in Management

The Associate in Applied Science with a Major in Management degree prepares the student to perform the basic functions of management including planning, organizing, staffing, directing and controlling. Students also develop skills enabling them to communicate effectively using both written and verbal formats; develop and apply business ethics in managerial decision making; analyze and perform accounting operations; recognize and apply legal principles as they relate to business crimes, torts, and contracts; apply the principles of economics to business; and apply the principles of human resource management to the development of a competent business staff. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Admission to the Associate in Applied Science with a Major in Management program is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair.

In order to enter the Management program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#). While completing these courses, students may enter the Occupational Studies - Emphasis in Business certificate program.

### General Education..... 18 Credits

#### Humanities/Fine Arts 9 credits

[ENG 101](#) English Composition I - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

**-AND-** Select ONE course from the following:

[SPC 205](#) Public Speaking - 3 credits

[SPC 209](#) Interpersonal Communications - 3 credits

#### Physical Sciences, Natural Sciences and Mathematics 3 credits

Select ONE course from the following:

[MAT 102](#) Intermediate Algebra - 3 credits

[MAT 110](#) College Algebra - 3 credits

[MAT 120](#) Probability and Statistics - 3 credits

[MAT 130](#) Elementary Calculus - 3 credits

#### Social/Behavioral Sciences 6 credits

Select ONE course from the following:

[ECO 210](#) Macroeconomics - 3 credits

[ECO 211](#) Microeconomics - 3 credits

**-AND-**

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

### Major Course Requirements... 45 Credits

[ACC 101](#) Accounting Principles I - 3 credits

[ACC 102](#) Accounting Principles II - 3 credits

[BAF 201](#) Principles of Finance - 3 credits

[BAF 230](#) Computers in Finance - 3 credits

[BUS 140](#) Business Mathematics - 3 credits

[BUS 225](#) Social, Ethical and Legal Aspects of Business - 3 credits

[MGT 101](#) Principles of Management - 3 credits

[MGT 120](#) Small Business Management - 3 credits

[MGT 150](#) Fundamentals of Supervision - 3 credits

[MGT 201](#) Human Resource Management - 3 credits

[MGT 270](#) Managerial Communications - 3 credits

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[MKT 101](#) Marketing - 3 credits

Select *THREE* courses from the following:

[BUS 135](#) Wage/Salary Administration - 3 credits

[CPT 295](#) Desktop Publishing - 3 credits

[MKT 110](#) Retailing - 3 credits

[MKT 120](#) Sales Principles - 3 credits

[MKT 140](#) e-Marketing - 3 credits

[MKT 240](#) Advertising - 3 credits

[BUS 275](#) Business Internship - 3 credits

**Additional Course Requirements.... 3 Credits**

[CPT 101](#) Introduction to Computers - 3 credits

**Total Credits Required: 66 Credits**

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**Small Business Management Certificate**

The Small Business Management Certificate is designed for the student who is currently working for, operating or considering starting a small business. Entrepreneurial decision making and opportunity analysis on a practical level are emphasized.

**General Education..... 3 Credits**

[ENG 101](#) English Composition I - 3 credits

**Major Course Requirements.... 21 Credits**

[ACC 101](#) Accounting Principles I - 3 credits

[BAF 230](#) Computers in Finance - 3 credits

[BUS 135](#) Wage and Salary Administration - 3 credits

[BUS 140](#) Business Mathematics - 3 credits

[MGT 101](#) Principles of Management - 3 credits

[MGT 120](#) Small Business Management - 3 credits

[MKT 101](#) Marketing - 3 credits

**Additional Course Requirements.... 3 Credits**

[CPT 101](#) Introduction to Computers - 3 credits

**Total Credits Required: 27 Credits**

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**Business Transfer Certificate**

The Business Transfer Certificate provides the student with the opportunity to develop the skills necessary to transfer to a four year Business program.

Aiken Technical College has an articulation agreement with the University of South Carolina Aiken (USCA) that will allow a student who completes the Business Transfer Certificate to transfer all of the credits earned in the certificate to USCA.

**General Education..... 24 Credits**

**Humanities/Fine Arts 12 credits**

[ENG 101](#) English Composition I - 3 credits

[ENG 102](#) English Composition II - 3 credits

[SPC 205](#) Public Speaking - 3 credits

Select one of the following:

[HIS 201](#) American History to 1877 - 3 credits

[HIS 202](#) American History 1877+ - 3 credits

**Physical Sciences, Natural Sciences and Mathematics Select 6 credits from the following:**

[MAT 110](#) College Algebra - 3 credits

[MAT 122](#) Finite College Math - 3 credits

[MAT 130](#) Elementary Calculus - 3 credits

**Social/Behavioral Sciences 6 credits**

[ECO 210](#) Macroeconomics - 3 credits

[ECO 211](#) Microeconomics - 3 credits

**Major Course Requirements... 12 Credits**

[ACC 101](#) Accounting Principles I - 3 credits

[ACC 102](#) Accounting Principles II - 3 credits

[MGT 101](#) Principles of Management - 3 credits

[MKT 101](#) Marketing - 3 credits

**Additional Course Requirements.... 3 Credits**

[CPT 101](#) Introduction to Computers - 3 credits

**Total Credits Required: 39 Credits**

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**Associate in Applied Science: Major in Marketing**

The Associate in Applied Science with a Major in Marketing degree prepares the student to perform the basic marketing functions including advertising, personal sales, public relations and sales promotion. The student will also develop the skills necessary to communicate effectively both orally and in writing; recognize patterns of consumer behavior; develop and apply basic market planning techniques; and have a general understanding of fundamental business operations, including accounting, computer applications and economic principles. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Admission to the Associate in Applied Science with a Major in Marketing program is restricted to those who have met the prerequisite requirements and/or have the permission of the program coordinator.

In order to enter the Marketing program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing the above courses, you may enter the Occupational Studies - Emphasis in Business Certificate program. All classes in the certificate program will transfer to the degree program.

**General Education..... 18 Credits**

**Humanities/Fine Arts 9 credits**

[ENG 101](#) English Composition I - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

**-AND- Select ONE course from the following:**

[SPC 205](#) Public Speaking - 3 credits

[SPC 209](#) Interpersonal Communications - 3 credits

**Physical Sciences, Natural Sciences and Mathematics 3 credits**

Select ONE course from the following:

[MAT 102](#) Intermediate Algebra - 3 credits

[MAT 110](#) College Algebra - 3 credits

[MAT 120](#) Probability and Statistics - 3 credits

[MAT 130](#) Elementary Calculus - 3 credits

**Social/Behavioral Sciences 6 credits**

Select ONE course from the following:

[ECO 210](#) Macroeconomics - 3 credits

[ECO 211](#) Microeconomics - 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

**Major Requirements..... 45 Credits**

[ACC 101](#) Accounting Principles I - 3 credits

[ACC 102](#) Accounting Principles II - 3 credits

[BAF 201](#) Principles of Finance - 3 credits

[BUS 140](#) Business Mathematics - 3 credits

[BUS 225](#) Social, Ethical and Legal Aspects of Business - 3 credits

[CPT 295](#) Desktop Publishing - 3 credits

[MGT 101](#) Principles of Management - 3 credits

[MKT 101](#) Marketing - 3 credits

- [MKT 110](#) Retailing - 3 credits
- [MKT 120](#) Sales Principles - 3 credits
- [MKT 140](#) e-Marketing - 3 credits
- [MKT 240](#) Advertising - 3 credits
- [MKT 270](#) Managerial Communications - 3 credits

**-AND-** *Select TWO courses from the following:*  
[BAF 230](#) Computers in Finance - 3 credits  
[MGT 120](#) Small Business Management - 3 credits  
[BUS 275](#) Business Internship - 3 credits

**Additional Requirements..... 3 Credits**  
[CPT 101](#) Intro to Computers - 3 credits

**Total Credits Required: 66 Credits**

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**Marketing Specialist**

The Marketing Specialist Certificate prepares students for entry into the AAS - Marketing degree and for entry level employment in the ever-changing field of Marketing. Special emphasis is placed on Internet marketing and its strategic application to businesses - both small and large.

**General Education..... 3 Credits**  
*Select ONE course from the following:*  
[ENG 101](#) English Composition I - 3 credits  
[ENG 160](#) Technical Communications - 3 credits

**Major Requirements..... 15 Credits**  
[MKT 101](#) Marketing - 3 credits  
[MGT 140](#) E-Marketing - 3 credits  
[CPT 295](#) Desktop Publishing - 3 credits

*Select TWO courses from the following:*  
[BUS 210](#) Introduction to E-Commerce in Business - 3 credits  
[CPT 162](#) Intro to Web Page Publishing - 3 credits  
[MKT 110](#) Retailing - 3 credits  
[MKT 120](#) Sales Principles - 3 credits  
[MKT 240](#) Advertising - 3 credits

**Additional Requirements..... 3 Credits**  
[CPT 101](#) Intro to Computers - 3 credits

**Total Credits Required: 24 Credits**

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**Associate in Applied Science: Major in Accounting**

The Associate in Applied Science with a Major in Accounting prepares the student to record and post transactions, prepare adjusting entries and financial statements, perform general accounting operations, process accounting information using a microcomputer to produce various accounting records and maintain books for municipalities, state and government agencies. A graduate will be prepared to work independently or as a team member with management.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Admission to the Associate in Applied Science with a Major in Accounting program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. In order to enter the Accounting program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing the above courses you may enter the Occupational Studies - Emphasis in Business Certificate program. All classes in the certificate program will transfer to the degree program.

**General Education..... 18 Credits**



**Humanities/Fine Arts 9 credits**

- [ENG 101](#) English Composition I - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).
- AND-** *Select ONE course from the following:*
- [SPC 205](#) Public Speaking - 3 credits
- [SPC 209](#) Interpersonal Communications - 3 credits

**Physical Sciences, Natural Sciences and Mathematics 3 credits**

- Select ONE course from the following:*
- [MAT 102](#) Intermediate Algebra - 3 credits
- [MAT 110](#) College Algebra - 3 credits
- [MAT 120](#) Probability and Statistics - 3 credits
- [MAT 130](#) Elementary Calculus - 3 credits

**Social/Behavioral Sciences 6 credits**

- Select ONE course from the following:*
- [ECO 210](#) Macroeconomics - 3 credits
- [ECO 211](#) Microeconomics - 3 credits
- Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

**Major Requirements..... 48 Credits**

- [ACC 101](#) Accounting Principles I - 3 credits
- [ACC 102](#) Accounting Principles II - 3 credits
- [ACC 120](#) Federal Income Tax - 3 credits
- [ACC 150](#) Payroll Accounting - 3 credits
- [ACC 201](#) Intermediate Accounting I - 3 credits
- [ACC 202](#) Intermediate Accounting II - 3 credits
- [ACC 230](#) Cost Accounting I - 3 credits
- [ACC 231](#) Cost Accounting II - 3 credits
- [ACC 240](#) Computerized Accounting - 3 credits
- [ACC 265](#) Not-For-Profit Accounting - 3 credits
- [BAF 201](#) Principles of Finance - 3 credits
- [BAF 230](#) Computers in Finance - 3 credits
- [BUS 140](#) Business Mathematics - 3 credits
- [BUS 225](#) Social, Ethical and Legal Aspects of Business - 3 credits
- [MGT 101](#) Principles of Management - 3 credits
- [MGT 270](#) Managerial Communications - 3 credits

**Additional Requirements..... 3 Credits**

- [CPT 101](#) Intro to Computers - 3 credits

**Total Credits Required: 66 Credits**

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**General Accounting Certificate**

The General Accounting Certificate prepares the student for entry level positions in the fast-growing field of bookkeeping, general accounting, record keeping, and payroll.

**General Education..... 3 Credits**

- [ENG 101](#) English Composition I - 3 credits

**Major Requirements..... 15 Credits**

- [ACC 101](#) Accounting Principles I - 3 credits
- [ACC 150](#) Payroll Accounting - 3 credits
- [ACC 240](#) Computerized Accounting - 3 credits
- [BAF 230](#) Computers in Finance - 3 credits
- [BUS 140](#) Business Mathematics - 3 credits

**Additional Requirements..... 3 Credits**

- [CPT 101](#) Intro to Computers - 3 credits

**Total Credits Required: 21 Credits**



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## Education Programs

### Associate in Applied Science: Major in Early Care and Education

The Associate in Applied Science: Major in Early Care and Education degree is designed to prepare candidates for a variety of careers working with children and families in the field of early care and education. Academic, technical, and professional knowledge and skills are cultivated by learning opportunities based on best practices and current research in the field. The program offers a balance of developmental and educational theory and practice; a foundation in ethics, advocacy, and leadership skills; supervised hands-on experiences and general core coursework necessary for successful employment.

Program graduates are qualified for employment in early care and education settings including Head Start, child care centers and 4K programs, elementary school paraprofessional positions, and other agencies serving children and families. The program is accredited by the National Association for the Education of Young Children Commission on Early Childhood Associate Degree Accreditation.

The successful student in the Early Care and Education program must possess effective communication skills with adults and children, strong critical thinking and decision making skills, as well as a well-grounded professional work ethic. These students must enjoy a variety of creative activities and be able to be actively involved with children for extended periods of time.

For all courses requiring off-site field work and the capstone field placement course leading to graduation, the Early Care and Education program requires the following prerequisites:

- Clear criminal background check
- Health assessment denoting good health
- Negative tuberculosis skin test
- Student liability insurance
- Current certification in First Aid and Infant, Child, and Adult CPR (EDU 243)

Admission to the Associate in Applied Science with a Major in Early Care and Education degree program is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair. While some courses may transfer, the program is not designed as a transfer degree and this degree does not lead to teacher certification.

In order to enter the Early Care and Education program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing these courses, you may enter the Occupational Studies - Emphasis in Early Care & Education Certificate.

A criminal record could make a student ineligible for enrollment or participation in a supervised field experience, creating an inability to graduate from the program. Persons who have been convicted of a felony offense are not employable in the early care and education field.

### General Education..... 15 Credits

#### Humanities/Fine Arts 9 credits

[ENG 101](#) English Composition I - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

**-AND-** Select ONE course from the following:

[SPC 205](#) Public Speaking - 3 credits

[SPC 209](#) Interpersonal Communications - 3 credits

#### Physical Sciences, Natural Sciences and Mathematics 3 credits

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Select *ONE* course from the following:  
[MAT 102](#) Intermediate Algebra - 3 credits  
[MAT 110](#) College Algebra - 3 credits

**Social/Behavioral Sciences 3 credits**  
[PSY 201](#) General Psychology - 3 credits

**Major Course Requirements..... 48 Credits**  
[ECD 101](#) Intro to Early Childhood - 3 credits  
[ECD 102](#) Growth and Development I - 3 credits  
[ECD 105](#) Guidance and Classroom Management - 3 credits  
[ECD 106](#) Observation of Young Children - 3 credits  
[ECD 107](#) Exceptional Children - 3 credits  
[ECD 108](#) Family and Community Relations - 3 credits  
[ECD 131](#) Language Arts - 3 credits  
[ECD 132](#) Creative Experiences - 3 credits  
[ECD 133](#) Science and Math Concepts - 3 credits  
[ECD 135](#) Health, Safety, and Nutrition - 3 credits  
[ECD 138](#) Movement and Music for Young Children - 3 credits  
[ECD 201](#) Principles of Ethics and Leadership in Early Care and Education - 3 credits  
[ECD 203](#) Growth and Development II - 3 credits  
[ECD 237](#) Methods and Materials - 3 credits  
[ECD 243](#) Supervised Field Placement - 3 credits  
[ECD 252](#) Diversity Issues in Early Care and Education - 3 credits

**Additional Course Requirements.... 3 Credits**  
[CPT 101](#) Introduction to Computers - 3 credits

**Total Credits Required: 66 Credits**

*Note: Every student must obtain certification in CPR and First Aid prior to graduation.*

**Early Childhood Development Certificate**

The Early Childhood Development Certificate provides the student with the skills to assume the role and responsibilities of a person employed in the early childhood profession, to assume the personal qualities necessary for effective care giving and to demonstrate an awareness of a curriculum which is developmentally appropriate for young children.

**General Education..... 6 Credits**  
[ENG 101](#) English Composition I - 3 credits  
[MAT 101](#) Beginning Algebra - 3 credits

**Major Course Requirements..... 30 Credits**  
[ECD 101](#) Intro to Early Childhood - 3 credits  
[ECD 102](#) Growth and Development I - 3 credits  
[ECD 105](#) Guidance and Classroom Management - 3 credits  
[ECD 107](#) Exceptional Children - 3 credits  
[ECD 108](#) Family and Community Relations - 3 credits  
[ECD 131](#) Language Arts - 3 credits  
[ECD 132](#) Creative Experiences - 3 credits  
[ECD 133](#) Science and Math Concepts - 3 credits  
[ECD 135](#) Health, Safety, and Nutrition - 3 credits  
[ECD 203](#) Growth and Development II - 3 credits

**Additional Course Requirements.... 3 Credits**  
[CPT 101](#) Introduction to Computers - 3 credits

**Total Credits Required: 39 Credits**

**Note:** All students must undergo an authorized records check, provide current TB test results and undergo a health assessment when entering the program.  
*Every student must obtain certification in CPR and First Aid prior to graduation.*

## Childcare Management Certificate

The Childcare Management Certificate provides the candidate with knowledge and skills related to management, supervision and administration of early care and education environments. In addition, this certificate introduces small business management concepts, necessary interpersonal competencies and professional ethics required to work with multi-age groups of diverse children, parents, colleagues and the community.

This certificate is designed to enhance the skills of an individual with extensive work experience in the early care and education classroom in preparation for supervision/management positions. Students must currently hold a related associate, bachelor or master's degree to earn this certificate. Admission to this certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair.

For all courses requiring off-site field work and the capstone field placement course leading to graduation, the Childcare Management Certificate requires the following prerequisites:

- Clear criminal background check
- Health assessment denoting good health
- Negative tuberculosis skin test
- Student liability insurance
- Current certification in First Aid and Infant, Child and Adult CPR.

A criminal record could make a student ineligible for enrollment or participation in an off-site field experience and capstone course, creating an inability to graduate from the certificate. Persons who have been convicted of a felony offense are not employable in the early care and education field.

### Major Course Requirements..... 30 Credits

- [ECD 101](#) Intro to Early Childhood - 3 credits
- [ECD 102](#) Growth and Development I - 3 credits
- [ECD 105](#) Guidance and Classroom Management - 3 credits
- [ECD 107](#) Exceptional Children - 3 credits
- [ECD 108](#) Family and Community Relations - 3 credits
- [ECD 109](#) Administration and Supervision - 3 credits
- [ECD 135](#) Health, Safety, and Nutrition - 3 credits
- [ECD 201](#) Principles of Ethics & Leadership in Early Care & Education - 3 credits
- [ECD 203](#) Growth and Development II - 3 credits
- [SAC 101](#) Introduction to School-Age Child Care - 3 credits

### Additional Requirements..... 6 Credits

- [MGT 101](#) Principles of Management - 3 credits
- [BUS 140](#) Business Mathematics - 3 credits

### Total Credits Required: 36 Credits

*Note: Every student must obtain certification in CPR and First Aid prior to graduation.*

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## The Associate in Arts: Early Childhood Education Transfer Track

The Associate in Arts – Early Childhood Education Transfer Track degree provides ATC transfer students with the first two years (70 hours) of undergraduate credit towards a degree in Early Childhood Education at the University of South Carolina - Aiken. All of the courses listed below, even those not found on the [Technical College Courses Transferable to Senior Institutions list\\*](#), will transfer to USCA under the ATC-USCA Early Childhood Education articulation agreement. AA-ECE transfer students must maintain a minimum 2.75 GPA and are expected to complete the Praxis Exam before transferring to USCA.

### General Education.....57 Credits

#### Humanities/Fine Arts 35 credits

- [ENG 101](#) English Composition I - 3 credits
- [ENG 102](#) English Composition II - 3 credits
- [ENG 201](#), [ENG 202](#), [ENG 205](#), or [ENG 206](#) - 3 credits
- [Foreign Language I](#) - 4 credits
- [Foreign Language II](#) - 4 credits
- [HIS 101](#) or [HIS 102](#) (Western Civ.) - 3 credits
- [HIS 201](#) or [HIS 202](#) (U.S. History) - 3 credits

- [MUS 105](#) Music Appreciation - 3 credits
- [REL 103](#) Comparative Religion - 3 credits
- [SPC 205](#) Public Speaking - 3 credits
- [PHI 101](#), [THE 101](#) or another of the ENG or HIS courses listed above - 3 credits

**Physical Sciences, Natural Sciences and Mathematics 13 credits**

- [BIO 102](#) Biological Science II - 4 credits
- [MAT 110](#) College Algebra - 3 credits
- [MAT 250](#) Elementary Math I\* - 3 credits
- [MAT 251](#) Elementary Math II\* - 3 credits

**Social/Behavioral Sciences 9 credits**

- [PSY 201](#) General Psychology - 3 credits
- [PSY 210](#) Educational Psychology\* - 3 credits
- [SOC 101](#) Introduction to Sociology - 3 credits

**Major Course Requirements..... 15 Credits**

- [ECD 106](#) Observation of Young Children\* - 3 credits
- [ECD 107](#) Exceptional Children\* - 3 credits
- [ECD 131](#) Language Arts\* - 3 credits
- [ECD 135](#) Health, Safety, and Nutrition\* - 3 credits
- [ECD 138](#) Movement and Music for Young Children\* - 3 credits

**Total Credits Required: 72 Credits**

*The 72 ATC credit hours listed above will transfer to USCA's Department of Education as 70 hours of undergraduate credit. Transfer of any of the eight AA-ECE courses marked with an \* above to any college other than USCA would require approval on a case-by-case basis.*

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## General Studies

### General Studies Certificate

The General Studies certificate provides an integrated option for students who seek an introduction to a variety of academic disciplines but are unable to gain immediate degree-seeking admission into their desired four-year college or university. This certificate is ideal for students who plan to transfer before completing a degree program at ATC.

Courses in this certificate prepare students for the Associate in Arts degree or Associate in Science degree at ATC; however, students who plan to seek a degree from ATC and then transfer are encouraged to enroll first into the General Studies Certificate program.

### General Education..... 31 Credits

#### Humanities/Fine Arts 12 credits

[ENG 101](#) English Composition I - 3 credits

Select ONE course from the following

[ENG 102](#) English Composition II - 3 credits

-OR-

[SPC 205](#) Public Speaking - 3 credits

Select Humanities/Fine Arts courses totaling 6 credits from the [course list](#)

#### Social/Behavioral Sciences 6 credits

Select Social/Behavioral Sciences courses totaling 6 credits from the [course list](#).

#### Physical Sciences, Natural Sciences and Mathematics 7 credits

[MAT 102](#) Intermediate Algebra - 3 credits

-OR-

[MAT 110](#) College Algebra - 3 credits

-AND-

[BIO 101](#) Biological Science I - 4 credits

-OR-

[BIO 210](#) Anatomy and Physiology I - 4 credits

-OR-

[CHM 110](#) College Chemistry I - 4 credits

-OR-

[PHY 201](#) Physics I - 4 credits

-OR-

[BIO 112](#) Basic Anatomy and Physiology - 4 credits (With approval from the program coordinator)

#### General Education Elective 6 credits

Select courses totaling 6 credits from the [course list](#).

### Total Semester-Hour Credits: 31 Credits

All courses taken toward this certificate MUST be selected from the list of college transfer courses on [Course Listings](#). Other courses that are on an approved articulation agreement may be considered on a case-by-case basis. All courses that apply to the Associate in Arts and/or Associate in Science degrees may be applied to the General Studies Certificate.

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## Interdisciplinary Studies

ATC offers several courses in [Interdisciplinary Studies](#) (IDS). A student may take these courses as Humanities/Fine Arts choices in all of ATC's Associate's degree programs and the General Studies Certificate. A student may use IDS courses as electives in many of the college's programs. A student should consult his/her program coordinator or advisor about specific program electives. A student who wishes to transfer IDS courses should consult the institution to which he/she plans to transfer.

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## General Technology

### Associate in Applied Science: Major in General Technology

The Associate in Occupational Technology with a Major in General Technology Program enables a student to acquire expertise in a minimum of two technical specialties and to become multi-skilled. The program core consists of a primary technical specialty requiring a minimum of 28 semester hours and a secondary technical specialty requiring a minimum of 12 semester hours and an additional five semester hours of any other course.

Admission to the Associate in Applied Science with a Major in General Technology is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the General Technology program, the following courses must be successfully completed with a grade "C" or higher: [ENG-032](#); [RDG 032](#); [MAT 031](#)

### General Education..... 15 Credits

#### Humanities/Fine Arts 9 credits

[SPC 205](#) Public Speaking - 3 credits  
Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

**-AND-** Select *ONE* course from the following:

[ENG 101](#) English Composition I - 3 credits  
[ENG 160](#) Technical Communications - 3 credits

#### Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Mathematics - 3 credits

#### Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

**Primary Specialty**     28 Credits  
**Secondary Specialty** 12 Credits  
**Electives**                5 Credits

**-Or choose a -**

### General Technology Emphasis Areas

A recommended plan of study for the following selected emphasis areas has been developed to assist students.

#### Associate in Applied Science: Major in General Technology: Emphasis in Engineering Graphics Technology

A recommended plan of study for this emphasis area has been developed to assist students. See the [Science & Technology Programs](#) page

#### Associate in Applied Science: Major in General Technology: Emphasis in Heating, Ventilation, Air Conditioning

A recommended plan of study for this emphasis area has been developed to assist students. See the [Manufacturing Programs](#) page

#### Associate in Applied Science: Major in General Technology: Emphasis in Multimedia and Marketing

A recommended plan of study for this emphasis area has been developed to assist students. See the [Information Technology Programs](#) page.

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### **Associate in Applied Science: Major in General Technology: Emphasis in Welding Technology**

A recommended plan of study for this emphasis area has been developed to assist students.

See the [Manufacturing Programs](#) page.

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# Health Sciences

## Associate in Applied Science: Major in Nursing

The Associate in Applied Science with a Major in Nursing degree prepares graduates to provide direct patient care in a safe, effective manner across multiple settings and prepares students for licensure examination for registered nurses (NCLEX-RN). The course of study includes both theory presentation and supervised experience at affiliating health care agencies.

Students applying for any of the Health Science Programs must go through a separate application after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Services Center and the Dean of Health Sciences Office.

Students will be required to participate in off-campus clinical facilities and therefore will need reliable transportation. The nursing program is accredited by the National League for Nursing Accreditation Commission (NLNAC).

### General Education..... 30 Credits

#### Humanities/Fine Arts 9 credits

- [ENG 101](#) English Composition I - 3 credits
- [SPC 205](#) Public Speaking - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

#### Physical Science, Natural Science and Mathematics 15 credits

- [BIO 210](#) Anatomy & Physiology I - 4 credits
- [BIO 211](#) Anatomy & Physiology II - 4 credits
- [BIO 225](#) Microbiology - 4 credits
- [MAT 110](#) College Algebra - 3 credits

#### Social/Behavioral Sciences 6 credits

- [PSY 201](#) General Psychology - 3 credits
- [PSY 203](#) Human Growth & Development - 3 credits

### Major Course Requirements... 38 Credits

- [NUR 101](#) Fundamentals of Nursing - 6 credits
- [NUR 106](#) Pharmacologic Basics in Nursing Practice - 2 credits
- [NUR 162](#) Psychiatric & Mental Health Nursing I - 3 credits
- [NUR 165](#) Nursing Concepts & Clinical Practice I - 6 credits
- [NUR 211](#) Nursing Care of the Childbearing Family - 4 credits
- [NUR 212](#) Nursing Care of Children - 4 credits
- [NUR 216](#) Nursing Seminar - 1 credits
- [NUR 265](#) Concepts Clinical Practice II - 6 credits
- [NUR 267](#) Nursing Concepts & Clinical Practice IV - 6 credits

### Total Credits Required: 68 Credits

## Licensed Practical Nurse to Associate Degree Nurse Transition

Licensed Practical Nurses (LPN) may also apply to continue their education by taking a transition course and then taking the final two semesters of the ADN program. This will lead to the awarding of the Associate Degree in Applied Science: Major in Nursing and prepares students for the

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licensure examination for registered nurses (NCLEX-RN).

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Services Center and the Dean of Health Sciences Office. The first semester of the LPN to ADN Transition Program is as follows:

- [NUR 201](#) Transition Nursing - 3 credits
- [SPC 205](#) Public Speaking - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#)

After successful completion of the first semester of the LPN to ADN Transition Program, the student will join the generic students for the last two semesters of the nursing program.

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## Diploma in Applied Science: Major in Nursing (PN)

The Diploma in Applied Science with a Major in Nursing (PN) prepares graduates to provide direct patient care in a safe, effective manner across multiple settings and prepares students for licensure examination for practical nurses (NCLEX-PN). The course of study includes both theory presentation and supervised clinical experience at affiliating health care agencies.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Services Center and the Dean of Health Sciences Office.

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

### General Education..... 17 Credits

#### Humanities/Fine Arts 3 credits

- [ENG 101](#) English Composition I - 3 credits

#### Physical Science, Natural Science and Mathematics 11 credits

- [BIO 210](#) Anatomy & Physiology I - 4 credits
- [BIO 211](#) Anatomy & Physiology II - 4 credits
- [MAT 110](#) College Algebra - 3 credits

#### Social/Behavioral Sciences 3 credits

- [PSY 201](#) General Psychology - 3 credits

### Major Course Requirements... 28 Credits

- [PNR 110](#) Fundamentals of Nursing - 5 credits
- [PNR 122](#) Pharmacology - 3 credits
- [PNR 128](#) Medical-Surgical Nursing I - 5 credits
- [PNR 138](#) Medical-Surgical Nursing II - 7 credits
- [PNR 154](#) Maternal, Infant, and Child Nursing - 5 credits
- [PNR 181](#) Medical Calculations - 1 credits
- [PNR 182](#) Nursing of the Older Adult - 2 credits

### Total Semester-Hour Credits: 45 Credits

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## Pre-Allied Health Certificate

The Pre-Allied Health Certificate program provides students with the general academic background required to be successful in a variety of health care related fields. It is also designed to prepare students to meet prerequisites for admission into several health care specialty programs at ATC. Students will earn credits that help meet specific program prerequisites and apply toward program completion should the student be admitted to a selected program. Students should work closely



with academic advisors to select courses that will help confirm their career choices and strengthen their academic skills.

**Emphasis: Expanded Duty Dental Assisting**

**General Education..... 13 Credits**

**Humanities/Fine Arts 3 Credits**

[ENG 160](#) Technical Communication - 3 credits

**Social/Behavioral Sciences 3 credits**

[PSY 105](#) Personal/Interpersonal Psychology - 3 credits

**Physical Science, Natural Science and Mathematics 7 Credits**

[BIO 112](#) Basic Anatomy & Physiology - 4 credits

[MAT 160](#) Math for Business and Finance - 3 credits

**Additional Requirements.... 3 credits**

[AHS 102](#) Medical Terminology - 3 credits

**Total Credits Required: 16 Credits**

**Emphasis: Nursing**

**General Education..... 13 Credits**

**Humanities/Fine Arts 3 Credits**

[ENG 101](#) English Composition I - 3 credits

**Social/Behavioral Sciences 3 credits**

[PSY 201](#) General Psychology - 3 credits

**Physical Science, Natural Science and Mathematics 7 Credits**

[BIO 210](#) Anatomy & Physiology I - 4 credits

[MAT 110](#) College Algebra - 3 credits

**Additional Requirements.... 3 credits**

[AHS 102](#) Medical Terminology - 3 credits

**Total Credits Required: 16 Credits**

**Emphasis: Radiologic Technology**

**General Education..... 13 Credits**

**Humanities/Fine Arts 3 Credits**

[ENG 101](#) English Composition I - 3 credits

**Social/Behavioral Sciences 3 credits**

[PSY 201](#) General Psychology - 3 credits

**Physical Science, Natural Science and Mathematics 7 Credits**

[BIO 210](#) Anatomy & Physiology I - 4 credits

[MAT 110](#) College Algebra - 3 credits

**Additional Requirements.... 3 credits**

[AHS 102](#) Medical Terminology - 3 credits

**Total Credits Required: 16 Credits**

**Emphasis: Surgical Technology**

**General Education..... 17 Credits**

**Humanities/Fine Arts 3 Credits**

[ENG 160](#) Technical Communication - 3 credits

**Social/Behavioral Sciences 3 credits**

[PSY 105](#) Personal/Interpersonal Psychology - 3 credits

**-OR-**

[PSY 201](#) General Psychology - 3 credits

**Physical Science, Natural Science and Mathematics 11 Credits**

[BIO 112](#) Basic Anatomy & Physiology - 4 credits

**-OR-**

[BIO 210](#) Anatomy & Physiology I - 4 credits

**-AND-**

[BIO 211](#) Anatomy & Physiology II - 4 credits

[BIO 225](#) Microbiology - 4 credits

[MAT 101](#) or higher - 3 credits

**Additional Requirements.... 3 credits**

[AHS 102](#) Medical Terminology - 3 credits

**Total Credits Required: 20 Credits**

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**Certified Nursing Assistant Certificate**

**DISCLAIMER:**

This certificate program is an organized series of credit courses, consisting of 9 credit hours and concentrates on study in a particular field. The certificate is intended to provide the graduate with the training necessary to receive a job in the applicable field. Courses are non-transferrable and are considered the beginning and ending of certification. The certificate does not build into any other diploma or degree.

[AHS 117](#) Certified Nursing Assistant - 4 credits

[AHS 163](#) Long-Term Care - 5 credits

**Total Credit Hours: 9 Credits**

**Mission Statement:**

The Certified Nursing Assistant Program offers a certificate that has been designed to provide graduates with the skills necessary to practice safely within their defined scope of practice to promote, protect and improve the health of diverse communities. The student will graduate with the necessary skills to function as an entry-level certified nursing assistant.

**Entrance Requirements:**

- Admission to the college and the successful completion of the Work Keys Assessments (Reading for information, Applied Math and Locating Information). Applicants may also opt to take the COMPASS exam as part of the admissions process.
- Applicant must have a high school diploma and be at least 18 years old (unless taking advantage of the Dual Enrollment process).

**Type of Program:**

The program is offered at various times and is completed in one semester

**Type of Degree:**

Certificate

**Employment Opportunities:**

Nursing assistants may become employed in hospitals, in private duty, in assisted-living facilities, hospices, home health areas, or nursing homes.

**Mandatory Requirements once accepted into the program:**

- Students must have evidence of valid AHA Healthcare Provider CPR certification, and

- preclinical orientation as applicable.
- Completed health physical including required immunizations prior to starting the CNA program.
- A criminal background check is required for clinical experiences.
- Students must be able to attend all clinical experiences.
- A negative 10-panel drug screen is required. Random screens be performed throughout the program.
- After registering for the CNA program, students are required to attend a scheduled mandatory orientation meeting.

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## Pre-Nursing Certificate

The Pre-Nursing Certificate allows students to experience providing basic patient care in one course, AHS 117 – The Care of Patients. After successfully completing AHS 117, students may be eligible to test to become a certified nursing aide (CNA). Certified nurse aides, also called nursing assistants, provide basic patient care including monitoring patient vital signs, providing personal hygiene care, serving and assisting with meals, helping with mobility, and functioning as part of the nursing team. Nursing assistants may work in hospitals, private duty, assisted-living facilities, hospices, home health, and nursing homes. To be able to provide direct care to residents of South Carolina Medicaid-Certified nursing facilities, a person must be a certified nurse aide (CNA). Certification comes from South Carolina’s Department of Health and Human Services (DHHS).

The student who successfully completes the Pre-Nursing Certificate will also have the necessary requirements to apply to the DAS Nursing and AAS Nursing Programs. To receive points for admission, the student must score "A's" and "B's" in courses.

### General Education..... 21 Credits

- [BIO 210](#) Anatomy and Physiology I - 4 credits
- [BIO 211](#) Anatomy and Physiology II - 4 credits
- [BIO 225](#) Microbiology - 4 credits
- [ENG 101](#) English Composition I - 3 credits
- [MAT 110](#) College Algebra - 3 credits
- [PSY 201](#) General Psychology - 3 credits

### Major Course Requirements.... 4 Credits

- [AHS 117](#) The Care of Patients - 4 credits

### Total Credits Required: 25 Credits

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## Associate in Applied Science: Major in Radiologic Technology

The Associate in Applied Science with a Major in Radiologic Technology degree prepares entry-level individuals to take and successfully pass the certification examination administered by the American Registry of Radiologic Technologists (ARRT) and to develop good communication and strong interpersonal skills to be able to competently perform within the healthcare environment.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Services Center and the Dean of Health Sciences Office.

Students will be required to participate in off-campus training in working clinical facilities and therefore will need reliable transportation to get to these locations.

### General Education..... 29 Credits

#### Humanities/Fine Arts 9 credits

- [ENG 101\\*](#) English Composition I - 3 credits
- [SPC 205](#) Public Speaking - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#)

#### Physical Science, Natural Science and Mathematics 11 credits

- [BIO 210](#) Anatomy and Physiology I - 4 credits
- [BIO 211](#) Anatomy and Physiology II - 4 credits

[MAT 110](#) College Algebra - 3 credits

**Social/Behavioral Sciences 3 credits**

[PSY 201](#) General Psychology - 3 credits

**Major Course Requirements... 63 Credits**

[RAD 102](#) Radiology Patient Care Procedures - 2 credits

[RAD 103](#) Computed Tomography - 2 credits

[RAD 104](#) Introduction to Physics - 1 credits

[RAD 110](#) Radiographic Imaging I - 3 credits

[RAD 115](#) Radiographic Imaging II - 3 credits

[RAD 121](#) Radiographic Physics - 4 credits

[RAD 130](#) Radiographic Procedures I - 3 credits

[RAD 136](#) Radiographic Procedures II - 3 credits

[RAD 155](#) Applied Radiography I - 5 credits

[RAD 165](#) Applied Radiography II - 5 credits

[RAD 176](#) Applied Radiography III - 6 credits

[RAD 201](#) Radiation Biology - 2 credits

[RAD 205](#) Radiographic Pathology - 2 credits

[RAD 230](#) Radiographic Procedures III - 3 credits

[RAD 235](#) Radiography Seminar I - 1 credits

[RAD 256](#) Advanced Radiography I - 6 credits

[RAD 266](#) Advanced Radiography II - 6 credits

[RAD 276](#) Advanced Radiography III - 6 credits

**Additional Course Requirements... 3 Credits**

[AHS 102](#) Medical Terminology - 3 credits

[CPT 101](#) Introduction to Computers - 3 credits

**Total Semester-Hour Credits: 92 Credits**

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**Diploma in Applied Science: Major in Expanded-Duty Dental Assisting**

The Diploma in Applied Science with a Major in Expanded-Duty Dental Assisting prepares the student to work closely with the dentist as a chair-side assistant, office manager and laboratory assistant providing preventative and restorative care.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process.

Information packets detailing the application process for each competitive admissions program are available in the Enrollment Services Center and the Dean of Health Sciences Office.

The program is accredited by the Commission on Dental Accreditation of the American Dental Association. A program graduate is eligible to take the Dental Assisting National Board Examination to become a Certified Dental Assistant.

Students will be required to participate in off-campus training in working clinical facilities and therefore will need reliable transportation to get to these locations. Students may be exposed to blood-borne pathogens or infectious diseases when in the clinical setting and are required to follow written infection control protocol. Students may obtain a copy of policies associated with bloodborne pathogens and infectious disease by contacting the EDDA program coordinator, Mrs. Amelia Johnson.

**General Education..... 13 Credits**

**Humanities/Fine Arts 3 credits**

[ENG 160](#) Technical Communications - 3 credits

**Physical Science, Natural Science and Mathematics 7 credits**

[BIO 112](#) Anatomy and Physiology - 4 credits

[MAT 160](#) Math for Business and Finance - 3 credits

**Social/Behavioral Sciences 3 credits**

[PSY 105](#) Personal/Interpersonal Psychology - 3 credits

**Major Course Requirements... 38 Credits**

- [AHS 113](#) Head and Neck Anatomy - 1 credits
- [DAT 105](#) Dental Charting and Documentation - 3 credits
- [DAT 113](#) Dental Materials - 4 credits
- [DAT 115](#) Ethics and Professionalism - 1 credit
- [DAT 118](#) Dental Morphology - 2 credits
- [DAT 121](#) Dental Health Education - 2 credits
- [DAT 122](#) Dental Office Management - 2 credits
- [DAT 123](#) Oral Medicine/Oral Biology - 3 credits
- [DAT 124](#) Expanded Functions/Specialties - 1 credit
- [DAT 127](#) Dental Radiography - 4 credits
- [DAT 154](#) Clinical Procedures I - 4 credits
- [DAT 164](#) Clinical Procedures II - 4 credits
- [DAT 177](#) Dental Office Experience - 7 credits

**Total Semester-Hour Credits: 51 Credits**

**Diploma in Applied Science: Major in Surgical Technology**

The Diploma in Applied Science with a Major in Surgical Technology will provide students with the surgical technologist skills needed for employment in medical facilities. Upon successful completion, the student will be eligible to take the national certification exam administered through The National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Services Center and the Dean of Health Sciences Office, and the college [website](#).

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA). Graduates are eligible to take the national accreditation exam.

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

**General Education..... 17 Credits**

**Humanities/Fine Arts 3 credits**

[ENG 160](#) Technical Communications - 3 credits

**Physical Science, Natural Science and Mathematics 11 credits**

[BIO 112](#) Anatomy and Physiology - 4 credits

**-OR-**

[BIO 210](#) Anatomy & Physiology I - 4 credits

**-AND-**

[BIO 211](#) Anatomy & Physiology II - 4 credits

[BIO 225](#) Microbiology - 4 credits

[MAT 101](#) or higher - 3 credits

**Social/Behavioral Sciences 3 credits**

[PSY 105](#) Personal/Interpersonal Psychology - 3 credits

**-OR-**

[PSY 201](#) General Psychology - 3 credits

**Major Course Requirements... 35 Credits**

[AHS 102](#) Medical Terminology - 3 credits

- [SUR 101](#) Introduction to Surgical Technology - 5 credits
- [SUR 102](#) Applied Surgical Technology - 5 credits
- [SUR 103](#) Surgical Procedures I - 4 credits
- [SUR 106](#) Advanced Surgical Procedures - 2 credits
- [SUR 110](#) Introduction to Surgical Practicum - 5 credits
- [SUR 113](#) Advanced Surgical Practicum - 6 credits
- [SUR 116](#) Basic Surgical Procedures - 3 credits
- [SUR 120](#) Surgical Seminar - 2 credits

**Total Semester-Hour Credits: 52 Credits**

**Associate in Applied Science: Major in General Technology Emphasis in Paramedic**

Paramedics provide the most advanced care of all EMS professionals. Responsibilities of a Medic include pre-hospital emergency care according to established medical protocols, a variety of emergency medical interventions for children and adults, the ability to triage, and to provide continuing care while en route to an emergency medical facility. The objective of Aiken Technical College's Paramedic program is to equip Paramedics in the cognitive, psychomotor and affective domains with the knowledge, skills, and confidence necessary to perform in the capacity of an entry level paramedic. The Associate Degree program will prepare individuals to perform advanced level assessments, stabilization, and transportation of sick and injured patients in a pre-hospital environment. This program places a high emphasis on skills and leadership abilities being developed in order to provide quality care in unpredictable environments.

ATC's program is comprised of a variety of instructional methodologies designed to accommodate all styles of learning. Training is accomplished through a variety of current pre-hospital paramedic educational resources, interactive simulation lab, scenario based training, forensic autopsies, clinical experiences, community involvement, alternative tissue labs and a host of subject matter experts.

Upon completion of the Paramedic Program students will receive certifications in:

- Advanced Cardiac Life Support**
- Pediatric Advanced Life Support**
- Advanced Medical Life Support**
- Trauma Life Support**
- Neonatal Resuscitation**
- Advanced Burn Life Support**
- Rapid Sequence Intubation**

Upon successful completion of the Program the student will be eligible to test for the NREMT cognitive and psychomotor exams which enable the student to obtain a State License.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the College. There are additional requirements in order to qualify for admission to each of these programs.

Students will place into the Paramedic program according to their previous level of licensing.

Admission to the Associate in Applied Science with a Major in General Technology Emphasis in Paramedic is restricted to those who have met the prerequisite requirements and/or have the permission of the program coordinator.

In order to enter the General Technology program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 031](#)

**General Education..... 19 - 22 Credits**

- [MAT 110](#) College Algebra - 3 credits
- [BIO 112](#) Basic Anatomy and Physiology - 4 credits
  
- [ENG 101](#) English Composition I - 3 credits
- [SPC 205](#) Public Speaking - 3 credits
- OR-**
- [ENG 160](#) Technical Communications - 3 credits



**Other Requirements 6 credits**[CPT 101](#) Introduction to Computers - 3 credits[PSY 201](#) General Psychology - 3 credits**Humanities 3 credits**[PHI 110](#) Ethics - 3 credits**Major Course Requirements...****Emergency Medical Technician: Advanced**[EMS 111](#) Intermediate Emergency Care - 5 credits[EMS 120](#) Pharmacology - 3 credits[EMS 271](#) Advanced Emergency Operations - 4 credits**Emergency Medical Technician: Paramedic**[EMS 151](#) Paramedic Clinical I - 2 credits[EMS 210](#) Advanced Emergency Medical Care I - 5 credits[EMS 231](#) Paramedic Clinical II - 2 credits[EMS 232](#) Paramedic Internship I - 2 credits[EMS 213](#) Advanced Emergency Medical Care II - 4 credits[EMS 241](#) Paramedic Clinical III - 2 credits[EMS 242](#) Paramedic Internship II - 3 credits[EMS 222](#) Paramedic Internship III - 3 credits**Secondary Specialty**[AHS 144](#) Phlebotomy Practicum - 5 credits[AHS 155](#) Special Topics in Health Care - 3 credits[AHS 177](#) Cardiac Monitoring Applications - 4 credits**Other Course Requirements:****Emergency Medical Technician: Basic**[EMS 110](#) Emergency Medical Technician - 5 credits[EMS 212](#) EMS Field Internship - 2 credits**Total Credits Required: 72 - 75 Credits****Emergency Medical Technician: Basic Certificate**

This academic credit program provides instruction and practice in dealing with medical and traumatic emergencies. Topics include medical, legal and ethical issues, obtaining vital signs, airway management, oxygen administration, airway devices, CPR and AED operation, scene and patient assessments, physical examination, obtaining a medical history, pharmacology, medical emergencies such as heart attack, respiratory distress, strokes, diabetics and poisonings, traumatic injuries such as bleeding control, wound care, shock management, splinting fractures, motor vehicle collisions, and head and spine injuries. Also included are IV maintenance, obstetrics, childbirth, special patient populations, ambulance operations including communication, documentation, infection control, HAZMAT (Hazardous Materials), weapons of mass destruction, terrorism and mass casualty incidents and more. Use of diagnostic equipment, operation of stretchers and ambulances and skills related to prehospital emergency care will be covered in lab sessions and in internship on a 911 ambulance.

Graduates of the Emergency Medical Technician program will be eligible to challenge the National Registry of Emergency Medical Technicians' (NREMT) practical and written certification examinations and are immediately employable upon certification.

**General Education.... 10 - 13 Credits**[MAT 110](#) College Algebra - 3 credits[BIO 112](#) Basic Anatomy and Physiology - 4 credits[ENG 101](#) English Composition I - 3 credits[SPC 205](#) Public Speaking - 3 credits**-OR-**[ENG 160](#) Technical Communications - 3 credits**Emergency Medical Technician: Basic**[EMS 110](#) Emergency Medical Technician - 5 credits

[EMS 212](#) EMS Field Internship - 2 credits

**Total Credits Required: 17 - 20 Credits**

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**Emergency Medical Technician: Advanced Certificate**

This academic credit program provides instruction and practice in dealing with medical and traumatic emergencies. Topics include medical, legal and ethical issues, obtaining vital signs, airway management, oxygen administration, airway devices, CPR and AED operation, scene and patient assessments, physical examination, obtaining a medical history, pharmacology, medical emergencies such as heart attack, respiratory distress, strokes, diabetics and poisonings, traumatic injuries such as bleeding control, wound care, shock management, splinting fractures, motor vehicle collisions, and head and spine injuries. Also included are IV maintenance, obstetrics, childbirth, special patient populations, ambulance operations including communication, documentation, infection control, HAZMAT (Hazardous Materials), weapons of mass destruction, terrorism and mass casualty incidents and more. Use of diagnostic equipment, operation of stretchers and ambulances and skills related to prehospital emergency care will be covered in lab sessions and in internship on a 911 ambulance.

Graduates of the Emergency Medical Technician program will be eligible to challenge the National Registry of Emergency Medical Technicians' (NREMT) practical and written certification examinations and are immediately employable upon certification.

To be accepted into this program, candidate must have current Basic EMT Licensure.

**General Education.... 10 - 13 Credits**

[MAT 110](#) College Algebra - 3 credits

[BIO 112](#) Basic Anatomy and Physiology - 4 credits

[ENG 101](#) English Composition I - 3 credits

[SPC 205](#) Public Speaking - 3 credits

**-OR-**

[ENG 160](#) Technical Communications - 3 credits

**Emergency Medical Technician: Advanced**

[EMS 111](#) Intermediate Emergency Care - 5 credits

[EMS 120](#) Pharmacology - 3 credits

[EMS 271](#) Advanced Emergency Operations - 4 credits

**Total Credits Required: 22 - 25 Credits**

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**Patient Care Assistant Certificate**

**DISCLAIMER:**

This certificate program is an organized series of credit courses, consisting of 17 credit hours and concentrates on study in a particular field. The certificate is intended to provide the graduate with the training necessary to receive a job in the applicable field. Courses are non-transferrable and are considered the beginning and ending of certification. The certificate does not build into any other diploma or degree.

**First Semester**

[AHS 145](#) Electrocardiography - 2 credits

[AHS 143](#) Phlebotomy Skills - 6 credits

**Second Semester**

[AHS 117](#) Certified Nursing Assistant - 4 credits

[AHS 163](#) Long-Term Care - 5 credits

**Total Credit Hours: 17 Credits**

**Mission Statement:**

The Patient Care Assistant Program offers a certificate that has been designed to provide

graduates with the skills necessary to practice safely within their defined scope of practice to promote, protect and improve the health of diverse communities. The student will graduate with the necessary skills to function as an entry-level patient care technician.

**Entrance Requirements:**

- Admission to the college and the successful completion of the Work Keys Assessments (Reading for information, Applied Math and Locating Information). Applicants may also opt to take the COMPASS exam as part of the admissions process.
- Applicant must have a high school diploma and be at least 18 years old (unless taking advantage of the Dual Enrollment process).

**Type of Program:**

- The program is offered at various times and is completed in one semester
- Graduates of this program are eligible to apply to take the Competency Exams for state certification in Phlebotomy, Electrocardiography and Certified Nursing Assistant (must be taken within one year of completion of courses). An 80% competency is required in all core courses

**Type of Degree:**

Certificate

**Employment Opportunities:**

Hospitals, doctors' offices, medical clinics, nursing homes, home health

- This program provides students with the knowledge and skills to prepare for a position as a patient care technician, which is an unlicensed, assistive person working under the direction and supervision of a registered nurse.

**Mandatory Requirements once accepted into the program:**

- Students must have evidence of valid AHA Healthcare Provider CPR certification, and preclinical orientation as applicable.
- Completed health physical including required immunizations prior to starting the PCA program.
- A criminal background check is required for clinical experiences.
- Students must be able to attend all clinical experiences.
- A negative 10-panel drug screen is required. Random screens be performed throughout the program.
- After registering for the PCA program, students are required to attend a scheduled mandatory orientation meeting.

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**Electronic Health Records Certificate**

**DISCLAIMER:**

This certificate program is an organized series of credit courses, consisting of 17 credit hours and concentrates on study in a particular field. The certificate is intended to provide the graduate with the training necessary to receive a job in the applicable field. Courses are non-transferrable and are considered the beginning and ending of certification. The certificate does not build into any other diploma or degree.

**First Semester**

- [AHS 171](#) Introduction to Medical Coding - 4 credits
- [AHS 118](#) Medical Coding and Insurance - 5 credits

**Second Semester**

- [AHS 172](#) Medical Coding and Classification Systems - 5 credits
- [AHS 174](#) Medical Coding Practicum - 3 credits

**Total Credit Hours: 17 Credits**

**Mission Statement:**

The Electronic Health Records Program offers a certificate that has been designed to provide graduates with the skills necessary to work with computerized records kept by insurance companies, physician's offices, hospitals and other health care facilities.

**Entrance Requirements:**

- Admission to the college and the successful completion of the Work Keys Assessments (Reading for information, Applied Math and Locating Information). Applicants may also opt to take the COMPASS exam as part of the admissions process.
- Applicant must have a high school diploma and be at least 18 years old (unless taking advantage of the Dual Enrollment process).

**Type of Program:**

- The program is offered at various times and is completed in two semester

**Type of Degree:**

Certificate

**Employment Opportunities:**

Insurance companies, physician offices, clinics, hospitals and other helathcare facilities.

**Mandatory Requirements once accepted into the program:**

- A criminal background check is required for clinical experiences.
- Students must be able to attend all clinical experiences.
- A negative 10-panel drug screen is required. Random screens be performed throughout the program.
- After registering for the PCA program, students are required to attend a scheduled mandatory orientation meeting.

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**Pharmacy Technician Certificate**

The Pharmacy Technician Certificate trains the student to work as a health care specialist under the supervision of a registered pharmacist to properly prepare and dispense medications, perform dosage calculations, maintain patient records/profiles and enter data into record systems.

Students will be required to participate in off-campus training in clinical facilities. Therefore, students will need reliable transportation since assigned clinical sites are off campus.

The Aiken Technical College Pharmacy Technician Certificate is accredited by the American Society of Health-System Pharmacists.

**General Education..... 6 Credits**

[ENG 160](#) Technical Communication - 3 credits

**-OR-**

[ENG 101](#) English Composition I - 3 credits

[SPC 205](#) Public Speaking - 3 credits

[MAT 101](#) Beginning Algebra - 3 credits

**Major Course Requirements... 33 Credits**

[PHM 101](#) Introduction to Pharmacy - 3 credits

[PHM 110](#) Pharmacy Practice - 4 credits

[PHM 113](#) Pharmacy Calculations - 3 credits

[PHM 114](#) Therapeutic Agents - 3 credits

[PHM 118](#) Community Pharmacy Seminar - 1 credit

[PHM 124](#) Therapeutic Agents II - 3 credits

[PHM 151](#) Pharmacy Clinical Experience - 9 credits

[PHM 202](#) Pharmacological Anatomy and Physiology - 4 credits

[PHM 250](#) Special Topics in Pharmacy - 3 credits

**Total Credits Required: 39 Credits**

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**Medical Coding Certificate**

The medical coder is a health information professional trained to assign diagnostic and procedural codes, applying classification systems for optimal reimbursement in a variety of health care settings.

The medical coder will establish a familiarity with other coding and classification systems utilized in nontraditional health care settings as well as reimbursement-related issues and skills including DRG assignment/validation, federal reimbursement systems and operations of third party payers and billing departments. Students completing the program are encouraged to sit for the national certification examinations administered by the American Health Information Management Association (AHIMA) and/or the American Academy of Professional Coders (AAPC).

After acceptance to the college, students must complete an additional application and be accepted into the medical coding program. Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the HIM courses listed below. See the Enrollment Services Center or program coordinator for further information.

Hands-on coding practice will be achieved in virtual lab settings, and when possible, at clinical sites located throughout the community.

**General Education..... 10 Credits**

**Humanities/Fine Arts 3 Credits**

\* [ENG 160](#) Technical Communication - 3 credits

**Physical Science, Natural Science and Mathematics 7 Credits**

[MAT 101](#) Beginning Algebra - 3 credits

\* [BIO 112](#) Basic Anatomy & Physiology - 4 credits

**Other Requirements 3 Credits**

\* [AHS 102](#) Medical Terminology - 3 credits

\* - Must be successfully completed prior to taking any HIM courses.

**Major Course Requirements.... 27 Credits**

[CPT 101](#) Introduction to Computers - 3 credits

[HIM 110](#) Health Information Science - 3 credits

[HIM 130](#) Billing and Reimbursement - 3 credits

[HIM 135](#) Medical Pathology - 3 credits

[HIM 140](#) Current Procedural Technology I - 3 credits

[HIM 150](#) Coding Practicum I - 3 credits

[HIM 216](#) Coding and Classification I - 3 credits

[HIM 225](#) Coding and Classification II - 3 credits

[HIM 227](#) Senior Professional Competencies - 3 credits

**Total Semester-Hour Credits: 40 Credits**

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**Medical Assistant Certificate**

The Medical Assistant Certificate Program prepares the student to assist the physician in performing selected diagnostic tests as well as business office procedures.

Students applying for the Medical Assistant Program must go through a separate application process after being admitted to the college. There are additional requirements in order to qualify for admission to this program. The admission criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each admission program can be downloaded from the ATC [website](#) or are available in the Enrollment Services Center and the Dean of Health Sciences Office.

Additional requirements for the Medical Assistant Program include Computer([CPT 101](#)) or Keyboarding ([AOT 105](#)). In addition, the student must complete a physical exam, provide proof of immunizations, pass a background check, pass a drug screen check and have student liability insurance.

The Aiken Technical College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](#)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

**General Education..... 7 Credits**

**Humanities/Fine Arts 3 credits**

[ENG 101](#) English Composition I - 3 credits

**-OR-**

[ENG 160](#) Technical Communications - 3 credits

**Physical Science, Natural Science and Mathematics 4 credits**

[BIO 112](#) Basic Anatomy and Physiology - 4 credits

**Major Course Requirements... 32 Credits**

[AHS 102](#) Medical Terminology - 3 credits

[AHS 105](#) Medical Ethics and Law - 2 credits

[MED 103](#) Medical Assisting Introduction - 3 credits

[MED 105](#) Medical Assisting Office Skills I - 5 credits

[MED 107](#) Medical Office Management - 4 credits

[MED 112](#) Medical Assisting Pharmacology - 2 credits

[MED 114](#) Medical Assisting Clinical Procedures - 4 credits

[MED 156](#) Clinical Experience I - 6 credits

[PSY 201](#) General Psychology - 3 credits

**Total Semester-Hour Credits: 39 Credits**

**Health Sciences Preparation Certificate**

The Health Sciences Preparation Certificate is offered to High School Students interested in exploring career options in health care fields. Courses provide basic skills for students to enter selected health related occupations and pursue additional programs of study in health careers. Admission to the Health Sciences Preparation Certificate does not guarantee admission to other Science programs however, students will be eligible to apply for admission into the Medical Assisting Certificate Program.

**General Education..... 9 Credits**

[COL 103](#) College Skills - 3 credits

[ENG 160](#) Technical Communications - 3 credits

**- AND - Select ONE course from the following:**

[MAT 101](#) Beginning Algebra - 3 credits

[MAT 102](#) Intermediate Algebra - 3 credits

[MAT 110](#) College Algebra - 3 credits

**Major Course Requirements... 13 Credits**

[AHS 102](#) Medical Terminology - 3 credits

[AHS 117](#) Certified Nursing Assistant - 4 credits

[AHS 141](#) Phlebotomy for the Health Care Provider - 3 credits

[AHS 145](#) Electrocardiography - 3 credits

**Additional Requirements.... 3 credits**

[CPT 101](#) Introduction to Computers - 3 credits

**Total Semester-Hour Credits: 25 Credits**







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## Information Technology Programs

### Associate in Applied Science: Major in Computer Technology

Students majoring in Computer Technology may select an emphasis in either Networking or Programming. The major requirements for both emphasis areas are the same and allow the student to study operating systems, computer hardware, programming languages, web page creation, database management and system analysis and design.

The Networking emphasis provides students with the knowledge and skills in hardware and software-specific concepts needed to install, maintain and troubleshoot today's complex interconnected business systems.

The Programming emphasis provides students with the knowledge and skills in desktop and web programming languages and software applications needed to create, maintain, and troubleshoot software systems and web sites for today's businesses.

Admission to the Associate in Applied Science with a Major in Computer Technology degree is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair.

In order to enter the Computer Technology program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing the above courses, you may enter the Occupational Studies - Emphasis in Computer Technology Certificate.

### General Education..... 15 Credits

#### Humanities/Fine Arts 9 credits

[SPC 205](#) Public Speaking - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

—AND— one of the following:

[ENG 101](#) English Composition I - 3 credits

[ENG 160](#) Technical Communications - 3 credits

#### Physical Sciences, Natural Sciences and Mathematics 3 credits

Select ONE course from the following:

[MAT 102](#) Intermediate Algebra - 3 credits

[MAT 110](#) College Algebra - 3 credits

#### Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

### Major Requirement..... 33 Credits

[CPT 101](#) Introduction to Computers - 3 credits

[CPT 162](#) Introduction to Web Page Design - 3 credits

[CPT 209](#) Computer Systems Management - 3 credits

[CPT 212](#) Visual Basic Programming - 3 credits

[CPT 232](#) C++ Programming I - 3 credits

[CPT 238](#) Internet Scripting - 3 credits

[CPT 239](#) Active Server Pages - 3 credits

[CPT 242](#) Database - 3 credits

[CPT 257](#) Operating Systems - 3 credits

[IST 201](#) Cisco Internetworking Concepts - 3 credits

[IST 202](#) Cisco Router Configuration - 3 credits

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**Additional Requirements Must Be Selected from ONE Emphasis:**

**Networking Emphasis**

**Additional Requirements: 18 credits**

- [IST 203](#) Advanced Cisco Router Configuration - 3 credits
- [IST 204](#) Cisco Troubleshooting - 3 credits
- [IST 215](#) Cisco Health Information Networking - 3 credits
- [IST 246](#) Integrated Digital Network - 3 credits
- [IST 261](#) Advanced Network Management - 3 credits
- [IST 291](#) Fundamentals of Network Security I - 3 credits

**Programming Emphasis**

**Additional Requirements: 18 credits**

- [CPT 233](#) C++ Programming II - 3 credits
- [CPT 240](#) Internet Programming with Databases - 3 credits
- [CPT 252](#) Digital Animation - 3 credits
- [CPT 265](#) Advanced Systems and Procedures - 3 credits
- [CPT 284](#) ActionScript Programming I - 3 credits
- [IST 238](#) Adv. Tools for Website Design - 3 credits

**Total Credits Required: 66 Credits**

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**Computer Networking Certificate**

Graduates who earn the Computer Networking Certificate have the training and skills necessary to design, build and install personal computers and network systems. Personal computer troubleshooting, high-level TCP/IP design and active directory administration are among the skills taught in this certificate.

Admission to the Computer Networking Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair. The Certificate in Computer Networking is designed to enhance skills of those who already have, or are pursuing, the Associate in Applied Science with a Major in Computer Technology degree and/or have computer programming experience.

**Major Course Requirements..... 21 Credits**

- [CPT 209](#) Computer Systems - 3 credits
- [CPT 257](#) Operating Systems - 3 credits
- [IST 201](#) Cisco Internetworking Concepts - 3 credits
- [IST 202](#) Cisco Router Configuration - 3 credits
- [IST 203](#) Advanced Cisco Router Configuration - 3 credits
- [IST 204](#) Cisco Troubleshooting - 3 credits
- [IST 246](#) Integrated Digital Network - 3 credits

**Total Credits Required: 21 Credits**

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**Internet Programming Certificate**

The Internet Programming Certificate prepares students with the skills and training in programming techniques to create, maintain, and troubleshoot web pages and web sites that contain complex programming for E-commerce, dynamic content delivery from databases, and continual updates of web page layout.

Admission to the Internet Programming Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair. The Certificate in Internet Programming is designed to enhance skills of those who already have, or are pursuing, the Associate in Applied Science with a Major in Computer Technology degree and/or have computer programming experience.

**Major Course Requirements..... 27 Credits**

- [CPT 162](#) Introduction to Web Page Publishing - 3 credits
- [CPT 232](#) C++ Programming I - 3 credits
- [CPT 238](#) Internet Scripting - 3 credits
- [CPT 239](#) Active Server Pages - 3 credits

- [CPT 240](#) Internet Programming with Databases - 3 credits
- [CPT 242](#) Database - 3 credits
- [CPT 252](#) Digital Animation - 3 credits
- [CPT 284](#) ActionScript Programming I - 3 credits
- [IST 238](#) Advanced Tools for Web Site Design - 3 credits

**Total Credits Required: 27 Credits**

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**Computer Game Design Certificate**

The Computer Game Design Certificate provides students with the skills to understand and apply computer game design and development concepts. Students are prepared for entry-level employment in game design and related fields. Topics covered include game programming fundamentals, game math and physics, 2D and 3D graphics, and animation.

Admission to the Computer Game Design Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate in Computer Game Design is designed to enhance skills of those who already have, or are pursuing, the Associate in Applied Science with a Major in Computer Technology degree and/or have computer programming experience.

**Major Course Requirements..... 21 Credits**

- [CPT 232](#) C++ Programming I - 3 credits
- [CPT 233](#) C++ Programming II - 3 credits
- [CPT 252](#) Digital Animation - 3 credits
- [CPT 257](#) Operating Systems - 3 credits
- [CPT 269](#) 3D Digital Animation - 3 credits
- [CPT 284](#) ActionScript Programming I - 3 credits
- [CPT 288](#) Computer Game Dev. I - 3 credits

**Total Credits Required: 21 Credits**

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**Web Page Design Certificate**

The Web Page Design Certificate provides students with the skills and training in the design and programming techniques needed to create, maintain and troubleshoot web pages and web sites.

Admission to the Web Page Design Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair. The Certificate in Web Page Design is designed to enhance skills of those who already have, or are pursuing, the Associate in Applied Science with a Major in Computer Technology degree and/or have computer programming experience.

**Major Course Requirements..... 24 Credits**

- [CPT 160](#) Digital Vector Graphics I - 3 credits
- [CPT 161](#) Introduction to Digital Raster Graphics I - 3 credits
- [CPT 162](#) Introduction to Web Page Publishing - 3 credits
- [CPT 232](#) C++ Programming I - 3 credits
- [CPT 252](#) Digital Animation - 3 credits
- [IST 238](#) Advanced Tools for Web Site Design - 3 credits

*Select ONE course from the following:*

- [CPT 238](#) Internet Scripting - 3 credits
- [CPT 239](#) Active Server Pages - 3 credits
- [CPT 284](#) ActionScript Programming I - 3 credits

*Select One course from the following:*

- [CPT 251](#) Digital Video Production - 3 credits
- [CPT 269](#) 3D Digital Animation - 3 credits
- [CPT 293](#) Advanced Microcomputer Multimedia Applications - 3 credits
- [CPT 295](#) Desktop Publishing Applications - 3 credits

**Total Credits Required: 24 Credits**

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**Associate in Applied Science: Major in General Technology - Emphasis in Multimedia and Marketing**

Graduates of the Associate in Applied Science with a Major in General Technology and an Emphasis in Multimedia and Marketing are prepared to be employed in the field of computer-based multimedia production in a marketing environment. The degree provides the student with the skills to work with various media — text, graphics, HTML, animation, sound, web and video production — to be used in computer-based multimedia production.

Admission to the Associate in Applied Science with a Major in General Technology: Emphasis in Multimedia and Marketing degree is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair.

In order to enter the Computer Technology/Multimedia/Marketing program, the following courses must be successfully completed with a grade “C” or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing these courses you may enter the Occupational Studies - Emphasis in Multimedia and Marketing Certificate.

**General Education..... 15 Credits**

**Humanities/Fine Arts 9 credits**

- [SPC 205](#) Public Speaking - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).
- AND- one of the following
- [ENG 101](#) English Composition I - 3 credits
- [ENG 160](#) Technical Communications - 3 credits

**Physical Sciences, Natural Sciences and Mathematics 3 credits**

- [MAT 102](#) Intermediate Algebra - 3 credits

**Social/Behavioral Sciences 3 credits**

- Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

**Major Course Requirements..... 42 Credits**

**Primary Technical Specialty: 30 credits**

**Multimedia**

- [CPT 101](#) Introduction to Computers - 3 credits
- [CPT 160](#) Digital Vector Graphics I - 3 credits
- [CPT 161](#) Introduction to Digital Raster Graphics I - 3 credits
- [CPT 162](#) Introduction to Web Page Publishing - 3 credits
- [CPT 251](#) Digital Video Production - 3 credits
- [CPT 252](#) Digital Animation - 3 credits
- [CPT 269](#) 3D Digital Animation - 3 credits
- [CPT 293](#) Advanced Microcomputer Multimedia Applications - 3 credits
- [CPT 295](#) Desktop Publishing Applications - 3 credits
- [IST 238](#) Advanced Tools for Website Design - 3 credits

**Secondary Technical Specialty Marketing: 12 credits**

**Marketing**

- [MKT 101](#) Marketing - 3 credits
- AND-
- Select *THREE* courses from the following:
- [BUS 210](#) Introduction to E-Commerce in Business - 3 credits
- [MKT 110](#) Retailing - 3 credits
- [MKT 120](#) Sales Principles - 3 credits
- [MKT 140](#) E-Marketing - 3 credits
- [MKT 240](#) Advertising - 3 credits

**Additional Course Requirements..... 6 Credits**

- Select *TWO* from the following:
- [ART 101](#) Art History & Appreciation - 3 credits
- [ART 105](#) Film as Art - 3 credits
- [ART 108](#) History of Western Art - 3 credits

[ART 111](#) Basic Drawing - 3 credits  
[ART 112](#) Basic Drawing II - 3 credits  
[ART 289](#) Digital Photography - 3 credits  
[ARV 121](#) Design - 3 credits

## Total Credits Required: 63 Credits

### Associate in Applied Science: Major in Network Systems Management

The Network Systems Management degree will have a primary but not exclusive target audience of enlisted soldiers, sailors and marines in the United States armed forces. The intent of the program is to allow servicemen and women the opportunity to attain this degree without having to attend Aiken Technical College as traditional students. Students will be able to complete the proposed degree program with a combination of approved military training courses, Aiken Technical College on-line courses and industry recognized Information Technology certifications that align with courses in the degree.

This program will prepare graduates in the area of Information Technology in a role as Computer Network, Systems, and Database Administrators and Computer Support Specialists. In order to enter the Network Systems Management degree, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#). If the student does not have computer technology military training or certifications such as A+, Network+, Server+, Security+, and/or CCNA, we recommend entry into the Associate of Applied Science: Major in Computer Technology with Emphasis in Networking degree.

While completing these courses you may enter the Occupational Studies - Emphasis in Computer Technology Certificate.

### General Education..... 15 Credits

#### Humanities/Fine Arts 9 credits

[SPC 205](#) Public Speaking - 3 credits  
 Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).  
 - **AND** - one of the following:  
[ENG 101](#) English Composition I - 3 credits  
[ENG 160](#) Technical Communications - 3 credits

#### Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Algebra - 3 credits

#### Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

### Major Course Requirements..... 45 Credits

[CPT 101](#) Introduction to Computers - 3 credits  
[CPT 209](#) Computer Systems Management (A+) - 3 credits  
[CPT 257](#) Operating Systems(Proctored Exemption) - 3 credits  
[IST 201](#) Cisco Internetworking Concepts (CCNA1) - 3 credits  
[IST 202](#) Cisco Router Configuration (CCNA2) - 3 credits  
[IST 203](#) Advanced Cisco Router Configuration (CCNA3) - 3 credits  
[IST 204](#) Cisco Troubleshooting (CCNA4) - 3 credits  
[IST 241](#) Network Architecture 1 (Network+) - 3 credits  
[IST 263](#) Server Network Configuration (Server+) - 3 credits  
[IST 290](#) Special Topics - 3 credits  
[IST 291](#) Network Security 1 (Security+) - 3 credits

Select *ONE* course from the following:

[IST 222](#) Data Communications - 3 credits  
[IST 259](#) Electronic Messaging - 3 credits

Select *ONE* course from the following:

[IST 246](#) Integrated Digital Network - 3 credits  
[IST 265](#) Windows Directory Service - 3 credits

Select *ONE* course from the following:

[CPT 242](#) Database - 3 credits

[IST 295](#) Fundamentals of Voice over IP - 3 credits

*Select ONE course from the following:*

[IST 261](#) Advanced Network Administration - 3 credits

[IST 292](#) Network Security 2 (CCNA Security) - 3 credits

**Total Credits Required: 60 Credits**

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## Manufacturing Programs

### Associate in Applied Science: Major in Industrial Maintenance Technology

The Associate in Applied Science with a Major in Industrial Maintenance Technology degree combines the detailed study of Industrial Electricity/ Electronics and Industrial Maintenance Mechanics to prepare the student to be an electromechanical technician capable of the installation, repair and calibration of both basic and contemporary types of industrial machinery. The program's goal is to produce a graduate with the workmanship, design and problem solving capabilities to allow him/her to excel as a multi-trade technician.

Admission to the Associate in Applied Science with a Major in Industrial Maintenance Technology degree is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair.

In order to enter the Industrial Maintenance Technology program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing the above courses, you may enter the Occupational Studies - Emphasis in Industrial Maintenance Technology Certificate.

#### General Education..... 15 Credits

##### Humanities/Fine Arts 9 credits

[SPC 205](#) Public Speaking - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

**-AND-** one of the following:

[ENG 101](#) English Composition I - 3 credits

[ENG 160](#) Technical Communications - 3 credits

##### Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Algebra - 3 credits

**-OR-**

[MAT 155](#) Contemporary Mathematics - 3 credits

##### Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

#### Major Requirements..... 46 Credits

[CIM 131](#) Computer Integrated Manufacturing\* - 3 credits

[EEM 145](#) Control Circuits - 3 credits

[EEM 162](#) Process Control - 3 credits

[EEM 166](#) Commercial/Industrial Wiring - 4 credits

[EEM 201](#) Electronics Devices I - 3 credits

[EEM 215](#) DC/AC Machines - 3 credits

[EEM 221](#) DC/AC Drives - 3 credits

[EEM 251](#) Programmable Controllers - 3 credits

[EEM 275](#) Technical Troubleshooting - 3 credits

[EET 140](#) Digital Electronics\* - 3 credits

[IMT 113](#) Power Tools Operations - 2 credits

[IMT 121](#) Drive Systems - 2 credits

[IMT 122](#) Couplings - 2 credits

[IMT 126](#) Introduction to Mechanical Installation - 2 credits

[IMT 131](#) Hydraulics and Pneumatics - 4 credits

[IMT 151](#) Piping Systems - 3 credits

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**Additional Requirements..... 8 Credits**

- [EGR 105](#) Safety in the Workplace - 1 credit
- [EGT 123](#) Industrial Print Reading - 2 credits
- [MTT 145](#) Machining of Metals - 3 credits
- [WLD 102](#) Introduction to Welding - 2 credits

**Total Credits Required: 69 Credits**

*\* Project Lead the Way classes may apply to course.*

**Electrical/Maintenance Certificate**

The Electrical/Maintenance Certificate develops competencies in electrical and mechanical areas as related to Maintenance Mechanics.

**General Education..... 6 Credits**

- [ENG 160](#) Technical Communications - 3 credits
- OR-
- [ENG 101](#) English Composition I - 3 credits
  
- [MAT 102](#) Intermediate Algebra - 3 credits
- OR-
- [MAT 155](#) Contemporary Mathematics - 3 credits

**Major Requirements..... 21 Credits**

- [EEM 145](#) Control Circuits - 3 credits
- [EEM 166](#) Commercial/Industrial Wiring - 4 credits
- [EEM 215](#) DC/AC Machines - 3 credits
- [IMT 113](#) Power Tools Operations - 2 credits
- [IMT 121](#) Drive Systems - 2 credits
- [IMT 122](#) Couplings - 2 credits
- [IMT 126](#) Introduction to Mechanical Installation - 2 credits
- [IMT 151](#) Piping Systems - 3 credits

**Total Credits Required: 27 Credits**

**Associate in Applied Science: Major in General Technology - Emphasis in Welding Technology**

The Associate in Applied Science with a Major in General Technology with Emphasis in Welding Technology degree provides students with the practical skills necessary for welding practices, theories and techniques, metallurgy, quality assurance and welding design.

Admission to the Associate in Applied Science with a Major in General Technology, Emphasis in Welding Technology degree is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair.

In order to enter the Major in General Technology - Emphasis in Welding Technology degree, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing these courses, you may enter the Certificate in Welding Technology.

**General Education..... 15 Credits**

**Humanities/Fine Arts 9 credits**

- [ENG 160](#) Technical Communications - 3 credits
- [SPC 205](#) Public Speaking - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

**Physical Sciences, Natural Sciences and Mathematics 3 credits**

- [MAT 155](#) Contemporary Mathematics - 3 credits

**Social/Behavioral Sciences 3 credits**

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

**Major Requirements..... 33 Credits**

- [WLD 108](#) Gas Metal Arc Welding - 4 credits
- [WLD 111](#) Arc Welding I - 4 credits
- [WLD 113](#) Arc Welding II - 4 credits
- [WLD 117](#) Specialized Arc Welding - 4 credits
- [WLD 130](#) Welding Fundamentals - 3 credits
- [WLD 132](#) Gas Tungsten Arc Welding - Ferrous - 4 credits
- [WLD 141](#) Weld Quality - 2 credits
- [WLD 170](#) Qualification Welding - 4 credits
- [WLD 225](#) ARC Welding Pipe I - 4 credits

**Secondary Requirements..... 12 credits**

- [IMT 113](#) Power Tool Operations - 2 credits
- [EGT 117](#) Welding Print Principles - 2 credits
- [EGT 123](#) Industrial Print Reading - 2 credits
- [IMT 219](#) Maintenance Welding - 3 credits
- [MTT 145](#) Machining of Metals - 3 credits

**Other Courses..... 8 credits**

- [WLD 201](#) Welding Metallurgy - 2 credits
- [WLD 208](#) Advanced Pipe Welding - 3 credits
- [CPT 101](#) Intro to Computers - 3 credits

**Total Credits Required: 68 Credits**

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**Welding Certificate**

The Welding Certificate is designed for students that have completed the Occupational Studies Certificate or students that can demonstrate basic welding skills. The Certificate courses cover welding symbols, common weld metal discontinuities, AWS and ASME welder performance qualification requirements and destructive and nondestructive testing methods. Welding proficiency of SMAW, FCAW of full penetration welds on mild steel and GTAW and GMAW of fillet and full penetration welds on aluminum will be accomplished. Students will become proficient in all positions of SMAW and GTAW Pipe

Admission to the Welding Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

**General Education..... 3 Credits**

- [MAT 155](#) Contemporary Mathematics - 3 credits

**Major Requirements..... 24 Credits**

- [EGT 117](#) Welding Print Principles - 2 credits
- [WLD 117](#) Specialized Arc Welding - 4 credits
- [WLD 141](#) Weld Quality - 2 credits
- [IMT 219](#) Maintenance Welding - 3 credits
- [WLD 170](#) Qualification Welding - 4 credits
- [WLD 201](#) Welding Metallurgy - 2 credits
- [WLD 208](#) Advanced Pipe Welding - 3 credits
- [WLD 225](#) ARC Welding Pipe I - 4 credits

**Total Credits Required: 27 Credits**

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**Associate in Applied Science: Major in General Technology - Emphasis in Heating, Ventilation, Air Conditioning**

The Associate in Applied Science with a Major in General Technology with Emphasis in Heating, Ventilation, Air Conditioning degree provides students with the skills necessary for the installation, repair and calibration of air conditioning, refrigeration and heating systems.

Admission to the Associate in Applied Science with a Major in General Technology, Emphasis in Heating, Ventilation, Air Conditioning degree is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair.

In order to enter the Major in General Technology - Emphasis in Heating, Ventilation, Air Conditioning degree, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing these courses, you may enter the Occupational Studies - Emphasis in Air Conditioning/Refrigeration Certificate.

**General Education..... 15 Credits**

**Humanities/Fine Arts 9 credits**

- [SPC 205](#) Public Speaking - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).
- AND- one of the following:
  - [ENG 101](#) English Composition I - 3 credits
  - [ENG 160](#) Technical Communications - 3 credits

**Physical Sciences, Natural Sciences and Mathematics 3 credits**

- [MAT 102](#) Intermediate Algebra - 3 credits
- OR-
- [MAT 155](#) Contemporary Mathematics - 3 credits

**Social/Behavioral Sciences 3 credits**

- Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

**Major Requirements..... 41 Credits**

- [ACR 101](#) Fundamentals of Refrigeration - 5 credits
- [ACR 110](#) Heating Fundamentals - 4 credits
- [ACR 120](#) Basic Air Conditioning - 4 credits
- [ACR 131](#) Commercial Refrigeration - 4 credits
- [ACR 140](#) Automatic Controls - 3 credits
- [ACR 210](#) Heat Pumps - 4 credits
- [ACR 221](#) Residential Load Calculations - 2 credits
- [ACR 242](#) Electronic Controls - 2 credits

**Secondary Requirements..... 13 credits**

- [EEM 117](#) AC/DC Circuits I - 4 credits
- [EEM 145](#) Control Circuits - 3 credits
- [EEM 215](#) DC/AC Machines - 3 credits
- [EGR 105](#) Safety in the Workplace - 1 credit
- [IMT 113](#) Power Tools Operations - 2 credits

**Additional Requirements..... 5 credits**

- [EGT 123](#) Industrial Print Reading - 2 credits
- [IMT 121](#) Drive Systems - 2 credits
- [IDS 156](#) Personal Customer Service Skills - 1 credit

**Total Credits Required: 61 Credits**

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**Heating, Ventilation, Air Conditioning and Refrigeration Certificate**

The Heating, Ventilation, Air Conditioning and Refrigeration Certificate provides students with those additional skills necessary for the installation, repair and calibration of air conditioning, refrigeration and heating systems.

Admission to the Heating, Ventilation, Air Conditioning, and Refrigeration Certificate is restricted to those students who have an associate degree or higher education in a related technical discipline or the Occupational Studies - Emphasis in Air Conditioning/Refrigeration. The Certificate supplements previous education by providing the student with the opportunity to develop the skills necessary as a heating, ventilation, and air conditioning technician.

**General Education..... 3 Credits**

- [MAT 102](#) Intermediate Algebra - 3 credits
- OR-
- [MAT 155](#) Contemporary Mathematics - 3 credits

**Major Requirements..... 21 Credits**

- [ACR 110](#) Heating Fundamentals - 4 credits
- [ACR 120](#) Basic Air Conditioning - 4 credits
- [ACR 131](#) Commercial Refrigeration - 4 credits
- [ACR 210](#) Heat Pumps - 4 credits
- [ACR 221](#) Residential Load Calculations - 2 credits
- [ACR 242](#) Electronic Controls - 2 credits
- [IDS 156](#) Personal Customer Service Skills - 1 credit

**Total Credits Required: 24 Credits**

**Computerized Numerical Control (CNC) Certificate**

The Computerized Numerical Control Certificate is for machinists desiring to upgrade or start CNC programming. This program includes the principles of CNC and programming, as well as Computer-Aided Design (CAD) and Computer-Aided Manufacturing (CAM).

Admission to the Computerized Numerical Control (CNC) Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate in Computerized Numerical Control (CNC) is designed to enhance skills of those who already have earned the Machine Tool certificate and/or the experienced machinist desiring to upgrade or start CNC programming.

*Note: Twelve semester-hours in Machine Tool or equivalent related experience approved by the department chair is required for admission.*

**General Education..... 3 Credits**

- [MAT 102](#) Intermediate Algebra - 3 credits
- OR-**
- [MAT 155](#) Contemporary Mathematics - 3 credits

**Major Requirements..... 30 Credits**

- [EGR 105](#) Safety in Workplace - 1 credits
- [EGT 123](#) Industrial Print Reading - 2 credits
- [EGT 130](#) Geometric Dimensioning/Tolerancing Applications - 3 credits
- [EGT 152](#) Fundamentals of CAD - 3 credits
- [IMT 113](#) Power Tools Operations - 2 credits
- [MTT 123](#) Machine Tool Theory II - 3 credits
- [MTT 143](#) Precision Measurements - 2 credits
- [MTT 145](#) Machining of Metals - 3 credits
- [MTT 171](#) Industrial Quality Control - 2 credits
- [MTT 250](#) Principles of CNC - 3 credits
- [MTT 254](#) CNC Programming I - 3 credits
- [CIM 131](#) Computer Integrated Manufacturing - 3 credits

**Total Credits Required: 33 Credits**





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## Nuclear

### Associate of Applied Science- Major in Nuclear Quality Systems

The Associate in Applied Science with a major in Nuclear Quality Systems (NQS) provides the student with the opportunity to develop the skills necessary to perform quality assurance and quality control duties for construction, operation, maintenance, and manufacturing activities. The program offers two emphasis areas; Quality Control, which focuses on practices, techniques, and inspections in the fields of mechanical technology, electrical technology, and instruments and control technology; Quality Assurance which focuses on types of quality systems and standards, programmatic compliance audits, continuous improvement processes, management of QA records and documentation, and problem solving/critical thinking.

Admission to the Associate in Applied Science with a Major in Nuclear Quality Systems is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair.

In order to enter the Nuclear Quality Systems program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

Program is pending approval for Summer 2013.

#### General Education..... 15 Credits

##### Humanities/Fine Arts 9 credits

[PHI 110](#) Ethics - 3 credits

[ENG 160](#) Technical Communications - 3 credits

[ENG 260](#) Advanced Technical Communication - 3 credits

##### Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 155](#) Contemporary Mathematics - 3 credits

- OR -

[MAT 102](#) Intermediate Algebra - 3 credits

##### Social/Behavioral Sciences 3 credits

[PSY 105](#) Personal/Interpersonal Psychology - 3 credits

#### Nuclear Quality Systems Core Courses..... 18 Credits

[NQS 101](#) Introduction to Nuclear Quality Systems - 3 credits

[NQS 105](#) Nuclear Quality Standards and Specifications - 3 credits

[NQS 120](#) Overview of Associated Nuclear Quality Programs - 3 credits

[NQS 110](#) Introduction to Nuclear Quality Control Inspection - 3 credits

[NQS 111](#) Introduction to Nuclear Quality Assurance Audits - 3 credits

[QAT 202](#) Metrology & Calibration - 3 credits

#### Nuclear Technology Core Course Requirements..... 8 Credits

[NET 105](#) Reactor Components and Systems - 3 credits

[NET 130](#) Radiation Protection - 3 credits

[NET 237](#) Nuclear Reactor Safety - 3 credits

#### Other Course Requirements..... 11 Credits

[CPT 101](#) Introduction to Computers - 3 credits

[EGR 105](#) Safety in the Workplace - 1 credits

[EGT 123](#) Industrial Printing - 2 credits

[MTT 143](#) Precision Measurements - 2 credits

#### Nuclear Quality Control Inspector Track..... 12 Credits

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**Nuclear Quality Assurance Auditor Track..... 12 Credits**

**Total Credits Required: 64 Credits**

**Nuclear Quality Control Inspector Track..... 12 Credits**

- [NQS 211](#) Mechanical Inspection I - 3 credits
- [NQS 212](#) Mechanical Inspection II - 3 credits
- [NQS 201](#) Electrical and I/C Inspection I - 3 credits
- [NQS 202](#) Electrical and I/C Inspection II - 3 credits

**Nuclear Quality Assurance Auditor Track..... 12 Credits**

- [NQS 221](#) Nuclear Quality Assurance Auditor - 3 credits
- [NQS 222](#) Nuclear Quality Assurance Lead Auditor - 3 credits
- [NQS 261](#) Nuclear Quality Engineering Principles I - 3 credits
- [NQS 262](#) Nuclear Quality Engineering Principles II - 3 credits

**Certificate of Applied Science- Major in Nuclear Quality Engineering Principles**

This certificate is designed to develop the skills necessary to perform quality engineering duties related to the design of construction, operation, maintenance, and manufacturing related projects. These duties include understanding types of quality systems and standards, following the continuous improvement process (plan, do, check, act), planning programmatic compliance audits, managing records and documentation, applying quality assurance practices to the procurement cycle, awareness of how software affects quality, and practicing problem solving/critical thinking.

Admission to the Nuclear Quality Engineering Principles Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate Nuclear Quality Engineering Principles is designed to augment skills of those who already have a related Associate or higher degree, significant work experience in quality systems, or related credentials.

**Nuclear Quality Systems Core Courses..... 24 Credits**

- [NQS 101](#) Introduction to Nuclear Quality Systems - 3 credits
- [NQS 105](#) Nuclear Quality Standards and Specifications - 3 credits
- [NQS 111](#) Introduction to Nuclear Quality Assurance Audits - 3 credits
- [NQS 120](#) Overview of Associated Nuclear Quality Programs - 3 credits
- [NQS 221](#) Nuclear Quality Assurance Auditor - 3 credits
- [NQS 261](#) Nuclear Quality Engineering Principles I - 3 credits
- [NQS 262](#) Nuclear Quality Engineering Principles II - 3 credits
- [QAT 202](#) Metrology & Calibration - 3 credits

**Nuclear Technology Core Course Requirements..... 8 Credits**

- [NET 105](#) Reactor Components and Systems - 3 credits
- [NET 130](#) Radiation Protection - 3 credits
- [NET 237](#) Nuclear Reactor Safety - 3 credits

**Other Course Requirements..... 8 Credits**

- [EGR 104](#) Engineering Technology Foundations - 3 credits
- [EGT 123](#) Industrial Printing - 2 credits
- [ENG 260](#) Advanced Technical Communication - 3 credits

**Total Credits Required: 40 Credits**

**Certificate of Applied Science- Major in Electrical & I/C Nuclear Quality Control Inspection**

The certificate supplements the previous education by providing the student with the opportunity to develop the skills necessary to perform quality control duties in the fields of electrical technology and instruments and control technology. These duties include understanding and applying quality systems, following the continuous improvement process (plan, do, check, act), managing Quality records and documentation, practicing problem solving/ critical thinking, source inspection, receipt inspection, in-process inspection (during fabrication or construction), final inspection, and the use of witness and hold points.

Admission to the Electrical & I/C Nuclear Quality Control Inspection Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate Electrical & I/C Nuclear Quality Control Inspection is designed to augment skills of those who already have a technical-related Associate or higher degree, significant work experience in quality control inspection, or related credentials.

**Nuclear Quality Systems Core Courses..... 21 Credits**

- [NQS 101](#) Introduction to Nuclear Quality Systems - 3 credits
- [NQS 110](#) Introduction to Nuclear Quality Control Inspection - 3 credits
- [NQS 115](#) Nuclear Quality Standards and Specifications - 3 credits
- [NQS 120](#) Overview of Associated Nuclear Quality Programs - 3 credits
- [NQS 201](#) Electrical and I/C Inspection I - 3 credits
- [NQS 202](#) Electrical and I/C Inspection II - 3 credits
- [QAT 202](#) Metrology & Calibration - 3 credits

**Nuclear Technology Core Course Requirements..... 8 Credits**

- [NET 105](#) Reactor Components and Systems - 3 credits
- [NET 130](#) Radiation Protection - 3 credits
- [NET 237](#) Nuclear Reactor Safety - 3 credits

**Other Course Requirements..... 10 Credits**

- [EGR 104](#) Engineering Technology Foundations - 3 credits
- [EGT 123](#) Industrial Printing - 2 credits
- [ENG 260](#) Advanced Technical Communication - 3 credits
- [MTT 143](#) Precision Measurements - 2 credits

**Total Credits Required: 39 Credits**

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**Certificate of Applied Science- Major in Mechanical Nuclear Quality Control Inspection**

The certificate supplements the previous education by providing the student with the opportunity to develop the skills necessary to perform quality control duties in the fields of mechanical technology. These duties include understanding and applying quality systems, following the continuous improvement process (plan, do, check, act), managing quality records and documentation, practicing problem solving/ critical thinking, awareness of NDE (nondestructive examination), source inspection, receipt inspection, in-process inspection (during fabrication or construction), final inspection, and the use of witness and hold points.

Admission to the Mechanical Nuclear Quality Control Inspection Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate in Mechanical Nuclear Quality Control Inspection is designed to augment skills of those who already have a technical-related Associate or higher degree, significant work experience in quality control inspection, or related credentials.

**Nuclear Quality Systems Core Courses..... 21 Credits**

- [NQS 101](#) Introduction to Nuclear Quality Systems - 3 credits
- [NQS 105](#) Nuclear Quality Standards and Specifications - 3 credits
- [NQS 110](#) Introduction to Nuclear Quality Control Inspection - 3 credits
- [NQS 120](#) Overview of Associated Nuclear Quality Programs - 3 credits
- [NQS 211](#) Mechanical Inspection I - 3 credits
- [NQS 212](#) Mechanical Inspection II - 3 credits
- [QAT 202](#) Metrology & Calibration - 3 credits

**Nuclear Technology Core Course Requirements..... 8 Credits**

- [NET 105](#) Reactor Components and Systems - 3 credits
- [NET 130](#) Radiation Protection - 3 credits
- [NET 237](#) Nuclear Reactor Safety - 3 credits

**Other Course Requirements..... 10 Credits**

- [EGR 104](#) Engineering Technology Foundations - 3 credits
- [EGT 123](#) Industrial Printing - 2 credits
- [ENG 260](#) Advanced Technical Communication - 3 credits
- [MTT 143](#) Precision Measurements - 2 credits

**Total Credits Required: 39 Credits**

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**Certificate of Applied Science- Major in Nuclear Quality Assurance Auditing**

The certificate supplements the previous education by providing the student with the opportunity to develop the skills necessary to perform quality assurance duties for construction, operation, maintenance, and manufacturing activities. These duties include understanding the types of quality systems and standards, following the continuous improvement process (plan, do, check, act), conducting programmatic compliance audits, managing quality assurance records and documentation, applying quality assurance practices to the procurement cycle, and practice problem solving/critical thinking.

Admission to the Nuclear Quality Assurance Auditing Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate Nuclear Quality Assurance Auditing is designed to augment skills of those who already have a related Associate or higher degree, significant work experience in quality systems, or related credentials.

**Nuclear Quality Systems Core Courses..... 21 Credits**

- [NQS 101](#) Introduction to Nuclear Quality Systems - 3 credits
- [NQS 105](#) Nuclear Quality Standards and Specifications - 3 credits
- [NQS 111](#) Introduction to Nuclear Quality Assurance Audits - 3 credits
- [NQS 120](#) Overview of Associated Nuclear Quality Programs - 3 credits
- [NQS 221](#) Nuclear Quality Assurance Auditor - 3 credits
- [NQS 222](#) Nuclear Quality Assurance Lead Auditor - 3 credits
- [QAT 202](#) Metrology & Calibration - 3 credits

**Nuclear Technology Core Course Requirements..... 8 Credits**

- [NET 105](#) Reactor Components and Systems - 3 credits
- [NET 130](#) Radiation Protection - 3 credits
- [NET 237](#) Nuclear Reactor Safety - 3 credits

**Other Course Requirements..... 8 Credits**

- [EGR 104](#) Engineering Technology Foundations - 3 credits
- [EGT 123](#) Industrial Printing - 2 credits
- [ENG 260](#) Advanced Technical Communication - 3 credits

**Total Credits Required: 37 Credits**

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**Associate in Applied Science: Major in Radiation Protection Technology**

The Associate in Applied Science with a major in Radiation Protection Technology (RPT), also known as Radiological Control (RADCON), provides the student with the opportunity to develop the skills necessary to evaluate a work site requiring radiological controls. Students will be able to design a plan to minimize personnel exposure to radiation, perform required radiological surveys for radiation and radioactive contamination, and manage a radiation protection program at a nuclear or Department of Energy (DOE) facility within the boundaries of radiological protection standards. Additionally, students will examine radiological survey data to detect and resolve errors in equipment operations.

Admission to the Associate in Applied Science with a Major in Radiation Protection Technology program is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair.

In order to enter the Radiation Protection Technology program, the following courses must be successfully completed with a grade “C” or higher: [ENG 032](#); [RDG 032](#); [MAT 102](#).

While completing the above courses, you may enter the Occupational Studies - Emphasis in Radiation Protection Technology program.

**General Education..... 37 Credits**

**Humanities/Fine Arts 9 credits**

- [ENG 160](#) Technical Communications - 3 credits

**-OR BOTH-**

[ENG 101](#) English Composition I - 3 credits

[SPC 205](#) Public Speaking - 3 credits

**-AND-**

[ENG 260](#) Advanced Technical Communications - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

**Physical Sciences, Natural Sciences and Mathematics 25 credits**

**Biology (4 credits)**

[BIO 101](#) Biological Science I - 4 credits

**Chemistry (4 credits)**

[CHM 105](#) General/Organic/Biochemistry - 4 credits

**-OR BOTH-**

[CHM 110](#) College Chemistry I - 4 credits

[CHM 111](#) College Chemistry II - 4 credits

**Mathematics (9 credits)**

[MAT 110](#) College Algebra - 3 credits

[MAT 111](#) College Trigonometry - 3 credits

[MAT 120](#) Probability & Statistics - 3 credits

**Physics (8 credits)**

[PHY 201](#) Physics I - 4 credits

[PHY 202](#) Physics II - 4 credits

**-OR BOTH -**

[PHY 221](#) University Physics I - 4 credits

[PHY 222](#) University Physics II - 4 credits

**Social/Behavioral Sciences 3 credits**

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

**Major Requirements..... 29 Credits**

[NET 105](#) Reactor Components and Systems - 3 credits

[RPT 101](#) Introduction to Radiation Protection - 1 credits

[RPT 103](#) Radiation Fundamentals - 4 credits

[RPT 113](#) Radiation Monitoring - 4 credits

[RPT 120](#) Hazardous Waste Operations & Emergency Response - 1 credits

[RPT 223](#) Radiation Dosimetry - 3 credits

[RPT 233](#) Radioactive Materials Handling - 3 credits

[RPT 243](#) Radiological Safety and Response - 4 credits

[RPT 253](#) Radiation Protection - 3 credits

[RPT 290](#) RPT Internship - 3 credits

**Additional Requirements..... 4 Credits**

[CPT 101](#) Intro to Computers - 3 credits

[EGR 105](#) Safety in the Workplace - 1 credits

**Total Credits Required: 70 Credits**

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**Radiological Control Technology Certificate**

The Certificate in Radiological Control Technology (RADCON), also known as Radiation Protection Technology, is meant for those students who possess an Associate Degree or higher in a science-related discipline. The certificate supplements the previous education by providing the student with the opportunity to develop the skills necessary to evaluate a work site requiring radiological controls. Students will be able to design a plan to minimize personnel exposure to radiation, perform required radiological surveys for radiation and radioactive contamination, and manage a radiation protection program at a nuclear or Department of Energy (DOE) facility within the boundaries of radiological protection standards. Additionally, students will examine radiological survey data to detect and resolve errors in equipment operations.

Admission to the Radiological Control (RADCON) Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate in Radiological Control (RADCON) is designed to augment skills of those who already have a science-

related Associate or Bachelor degree.

**General Education..... 11 Credits**

**Humanities/Fine Arts 3 credits**

[ENG 260](#) Advanced Technical Communications - 3 credits

**Physical Sciences, Natural Sciences and Mathematics 8 credits**

*Select TWO courses from the following:*

[PHY 201](#) Physics I - 4 credits

[PHY 202](#) Physics II - 4 credits

[BIO 101](#) Biological Science I - 4 credits

[CHM 105](#) General/Organic/Biochemistry - 4 credits

**Major Requirements..... 26 Credits**

[NET 105](#) Reactor Components and Systems - 3 credits

[RPT 101](#) Introduction to Radiation Protection - 1 credits

[RPT 103](#) Radiation Fundamentals - 4 credits

[RPT 113](#) Radiation Monitoring - 4 credits

[RPT 120](#) Hazardous Waste Operations & Emergency Response - 1 credits

[RPT 223](#) Radiation Dosimetry - 3 credits

[RPT 233](#) Radioactive Materials Handling - 3 credits

[RPT 243](#) Radiological Safety and Response - 4 credits

[RPT 253](#) Radiation Protection - 3 credits

**Total Credits Required: 37 Credits**

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# Occupational Studies

## Occupational Studies Certificate

The Occupational Studies Certificate provides students with the fundamental knowledge necessary to be successful in their area of specialization. This Certificate is designated for the student who intends to pursue a related Associate of Applied Science degree, Diploma, or Certificate in the related area but does not currently meet the admission requirements of their chosen program.

### General Education..... 9 Credits

Select **ONE** course that relates to your intended program from the following:

- [ENG 101](#) English Composition I - 3 credits
- [ENG 160](#) Technical Communications - 3 credits

Select **ONE** course that relates to your intended program from the following:

- [COL 103](#) College Skills - 3 credits
- Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#)
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#)

[MAT 101](#) Beginning Algebra - 3 credits

### Major Requirement (Select One Emphasis Below)..... minimum 15 Credits

#### Total Minimum Credits Required: 24 Credits

#### Emphasis: Air Conditioning/Refrigeration

##### Major Requirements..... 15 Credits

[ACR 101](#) Fundamentals of Refrigeration - 5 credits

Select a minimum of 10 semester hours from courses below leading to [AAS-General Technology - Heating, Ventilation, Air Conditioning](#) degree

- [CPT 101](#) Introduction to Computers - 3 credits
- [ACR 110](#) Heating Fundamentals - 4 credits
- [ACR 120](#) Basic Air Conditioning - 4 credits
- [ACR 140](#) Automatic Controls - 3 credits
- [EEM 117](#) AC/DC Credits - 4 credits
- [EGR 105](#) Safety in the Workplace - 1 credits
- [EGT 123](#) Industrial Printing - 2 credits
- [IMT 113](#) Power Tools Operations - 2 credits
- [IMT 121](#) Drive Systems - 2 credits

#### Emphasis: Business

##### Major Requirements..... 15 Credits

Select a minimum of 15 semester hours from courses below leading to [AAS-Marketing](#), [AAS-Management](#), or [AAS-Accounting](#) degree

- [ACC 101](#) Accounting Principles I - 3 credits
- [BUS 140](#) Business Mathematics - 3 credits
- [BUS 225](#) Social, Ethical and Legal Aspects of Business - 3 credits
- [BUS 210](#) Introduction to E-Commerce in Business - 3 credits

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- [CPT 101](#) Introduction to Computers - 3 credits
- [MGT 101](#) Principles of Management - 3 credits
- [MKT 101](#) Marketing - 3 credits
- [BAF 201](#) Principles of Finance - 3 credits

Select **ONE** course from the following:  
[ECO 210](#) Macroeconomics - 3 credits  
[ECO 211](#) Microeconomics - 3 credits

**Emphasis: Computer Technology**  
**Major Requirements..... 15 Credits**

Select a minimum of 15 semester hours from courses below leading to [AAS-Computer Technology](#) or [AAS-Network Systems Management](#) degree

- [CPT 101](#) Introduction to Computers - 3 credits
- [CPT 162](#) Introduction to Web Page Design - 3 credits
- [CPT 209](#) Computer Systems Management - 3 credits
- [CPT 212](#) Visual Basic Programming - 3 credits
- [CPT 232](#) C++ Programming I - 3 credits
- [CPT 257](#) Operating Systems - 3 credits

**Emphasis: Criminal Justice**  
**Major Requirements..... 15 Credits**

Select a minimum of 15 semester hours from courses below leading to [AAS-Criminal Justice](#) degree

- [CPT 101](#) Introduction to Computers - 3 credits
- [CRJ 101](#) Intro to Criminal Justice - 3 credits
- [CRJ 110](#) Police Patrol - 3 credits
- [CRJ 120](#) Constitutional Law - 3 credits
- [CRJ 125](#) Criminology - 3 credits
- [CRJ 140](#) Criminal Justice Report Writing - 3 credits
- [CRJ 224](#) Police Community Relations - 3 credits
- [CRJ 239](#) Terrorism & Homeland Security - 3 credits
- [CRJ 242](#) Correctional Systems - 3 credits

**Emphasis: Early Care and Education**  
**Major Requirements..... 15 Credits**

Select a minimum of 15 semester hours from courses below leading to [AAS-Early Care and Education](#) degree

- [CPT 101](#) Introduction to Computers - 3 credits
- [ECD 101](#) Intro to Early Childhood - 3 credits
- [ECD 102](#) Growth and Development I - 3 credits
- [ECD 105](#) Guidance and Classroom Management - 3 credits
- [ECD 108](#) Family and Community Relations - 3 credits
- [ECD 135](#) Health, Safety, and Nutrition - 3 credits
- [ECD 252](#) Diversity Issues in Early Care and Education - 3 credits

**Emphasis: Electronics Engineering Technology**  
**Major Requirements..... 15 Credits**

- [MAT 102](#) Intermediate Algebra - 3 credits

Select a minimum of 12 semester hours from courses below leading to [AAS-Electronics Engineering Technology](#) degree

- [CPT 101](#) Introduction to Computers - 3 credits
- [EET 113](#) Electrical Circuits I - 4 credits

[EET 140](#) Digital Electronics - 3 credits  
[EGR 130](#) Engineering Technology Applications and Programming - 3 credits  
[EGT 152](#) Fundamentals of CAD - 3 credits

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### Emphasis: Engineering Graphics Technology

**Major Requirements..... 15 Credits**

[EGT 110](#) Engineering Graphics I - 4 credits  
**-OR BOTH-**  
[EGT 102](#) Technical Drawing - 2 credits  
[EGT 109](#) Introduction to Engineering Design Graphics - 3 credits

Select a minimum of 11 semester hours from courses below leading to [AAS-General Technology - Engineering Graphics Technology](#) degree

[CPT 101](#) Introduction to Computers - 3 credits  
[EGR 105](#) Safety in the Workplace - 1 credits

[EGT 151](#) Introduction to CAD - 3 credits  
**-OR BOTH-**  
[EGT 150](#) Basic CAD - 2 credits  
[EGT 290](#) Computer Aided Design I - 1 credits

[EGT 115](#) Engineering Graphics II - 4 credits  
[EGT 152](#) Fundamentals of CAD - 3 credits  
[EGT 155](#) Intermediate CAD - 2 credits  
[MTT 145](#) Machining of Metals - 3 credits

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### Emphasis: Industrial Maintenance Technology

**Major Requirements..... 15 Credits**

Select a minimum of 15 semester hours from courses below leading to [AAS-Industrial Maintenance Technology](#) degree

[CPT 101](#) Introduction to Computers - 3 credits  
[EEM 145](#) Control Circuits - 3 credits  
[EEM 166](#) Commercial/Industrial Wiring - 4 credits  
[EEM 201](#) Electronics Devices I - 3 credits  
[EET 140](#) Digital Electronics - 3 credits  
[IMT 113](#) Power Tools Operations - 2 credits  
[IMT 121](#) Drive Systems - 2 credits  
[IMT 122](#) Couplings - 2 credits  
[IMT 131](#) Hydraulics and Pneumatics - 4 credits  
[IMT 151](#) Piping Systems - 3 credits

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### Emphasis: Machine Tool Technology

**Major Requirements..... 15 Credits**

[MTT 145](#) Machining of Metals - 3 credits

Select a minimum of 12 semester hours from courses below leading to [AAS-General Technology](#) degree

[EGT 123](#) Industrial Printing - 2 credits  
[IMT 113](#) Power Tools Operations - 2 credits  
[MTT 123](#) Machine Tool Theory II - 3 credits  
[MTT 143](#) Precision Measurements - 2 credits  
[MTT 171](#) Industrial Quality Control - 2 credits  
[EGR 105](#) Safety in the Workplace - 1 credit

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### **Emphasis: Multimedia and Marketing**

**Major Requirements..... 15 Credits**

Select a minimum of 15 semester hours from courses below leading to [AAS-General Technology - Multimedia and Marketing](#) degree

[CPT 101](#) Introduction to Computers - 3 credits  
[CPT 160](#) Digital Vector Graphics I - 3 credits  
[CPT 161](#) Introduction to Digital Raster Graphics I - 3 credits  
[CPT 162](#) Introduction to Web Page Design - 3 credits  
[CPT 252](#) Digital Animation - 3 credits  
[CPT 257](#) Operating Systems - 3 credits  
[IST 238](#) Advanced Tools for Website Design - 3 credits  
[MKT 101](#) Marketing - 3 credits

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### **Emphasis: Nuclear Quality Systems**

**Major Requirements..... 15 Credits**

[MAT 102](#) Intermediate Algebra - 3 credits

Select a minimum of 12 semester hours from courses below leading to [AAS-General Technology Emphasis in Nuclear Quality Systems](#) degree

[CPT 101](#) Introduction to Computers - 3 credits  
[EGR 105](#) Safety in the Workplace - 1 credits  
[EGT 123](#) Industrial Printing - 2 credits  
[MTT 143](#) Precision Measurements - 2 credits  
[NQS 101](#) Introduction to Nuclear Quality Systems - 3 credits  
[NQS 105](#) Nuclear Quality Standards and Specifications - 3 credits  
[NQS 120](#) Overview of Associated Nuclear Quality Programs - 3 credits  
[NQS 110](#) Introduction to Nuclear Quality Control Inspection - 3 credits  
[NQS 111](#) Introduction to Nuclear Quality Assurance Audits - 3 credits

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### **Emphasis: Radiation Protection Technology**

**Major Requirements..... 16 Credits**

[BIO 101](#) Biological Science I - 4 credits

[CHM 105](#) General/Organic/Biochemistry - 4 credits

**-OR-**

[CHM 110](#) College Chemistry I - 4 credits

[CPT 101](#) Introduction to Computers - 3 credits  
[EGR 105](#) Safety in the Workplace - 1 credit  
[MAT 102](#) Intermediate Algebra - 3 credits  
[RPT 101](#) Introduction to Radiation Protection - 1 credit

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### **Emphasis: Welding Technology**

**Major Requirements..... 15 Credits**

Select a minimum of 15 semester hours from courses below leading to [AAS-General Technology - Welding Technology](#) degree

[CPT 101](#) Introduction to Computers - 3 credits  
[EGT 123](#) Industrial Print Reading - 2 credits  
[WLD 108](#) Gas Metal Arc Welding - 4 credits  
[WLD 111](#) Arc Welding I - 4 credits  
[WLD 113](#) Arc Welding II - 4 credits  
[WLD 130](#) Welding Fundamentals - 3 credits  
[WLD 132](#) Gas Tungsten Arc Welding - Ferrous - 4 credits



Search for...   Programs of Study   Courses

## Public Safety Programs

### Associate in Applied Science: Major in Criminal Justice

The Associate in Applied Science with a Major in Criminal Justice degree is designed for the student currently working in the Criminal Justice field who wants to complete a degree program that will allow him/her to transfer to a senior institution and for the student who does not want to transfer to a senior institution, but seeks to complete a formal educational process in his/her chosen professional field. It is also designed for the student who is seeking an introduction to higher education in the field of Criminal Justice.

Admission to the Associate in Applied Science with a Major in Criminal Justice degree is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair.

In order to enter the Associate in Applied Science: Major in Criminal Justice degree, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing the above courses, you may enter the Occupational Studies - Emphasis in Criminal Justice Certificate.

#### General Education..... 18 Credits

##### Humanities/Fine Arts 9 credits

[ENG 101](#) English Composition I - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

**-AND- Select ONE course from the following:**

[SPC 205](#) Public Speaking - 3 credits

[SPC 209](#) Interpersonal Communications - 3 credits

##### Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Algebra - 3 credits

##### Social/Behavioral Sciences 6 credits

[PSY 201](#) General Psychology - 3 credits

[SOC 210](#) Juvenile Delinquency - 3 credits

#### Major Course Requirements.... 45 Credits

[CRJ 101](#) Introduction to Criminal Justice - 3 credits

[CRJ 110](#) Police Patrol - 3 credits

[CRJ 120](#) Constitutional Law - 3 credits

[CRJ 125](#) Criminology - 3 credits

[CRJ 140](#) Criminal Justice Report Writing - 3 credits

[CRJ 202](#) Criminalistics - 3 credits

[CRJ 230](#) Criminal Investigations I - 3 credits

[CRJ 235](#) Practical Crime Scene Investigations - 3 credits

[CRJ 239](#) Terrorism & Homeland Security - 3 credits

[CRJ 250](#) Criminal Justice Internship I - 3 credits

[CRJ 275](#) Criminal Investigation, Public Service & Traffic Enforcement - 3 credits

**-AND- SELECT FOUR of the FIVE courses below:**

[CRJ 217](#) Crime Scene Investigations for Major Incidents and Mass Crime - 3 credits

[CRJ 224](#) Police Community Relations - 3 credits

[CRJ 237](#) Defensive Tactics for Law Enforcement - 3 credits

[CRJ 242](#) Correctional Systems - 3 credits

[CRJ 247](#) Law Enforcement and Latino Community - 3 credits

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**Additional Course Requirements... 3 Credits**

[CPT 101](#) Introduction to Computers - 3 credits

**Total Credits Required: 66 Credits**

*Note: Every student must obtain certification in CPR and First Aid prior to graduation.*

**Associate in Arts: Criminal Justice Transfer**

The Associate in Arts: Criminal Justice Transfer Track degree provides ATC transfer students with the first two years (68 hours) of undergraduate credit towards a degree in Criminal Justice at the Citadel. All of the courses listed below, even those not found on the [Technical College Courses Transferable to Senior Institutions list\\*](#), will transfer to the Citadel under the ATC-Citadel Criminal Justice articulation agreement. AA-CRJ transfer students must maintain a minimum 2.0 GPA and are expected to apply to the Citadel in the evening studies program.

**General Education..... 41 Credits**

**Humanities/Fine Arts 21 credits**

[ENG 101](#) English Composition I - 3 credits

[ENG 102](#) English Composition II - 3 credits

*Select ONE course from the following:*

[SPC 205](#) Public Speaking - 3 credits

[SPC 209](#) Interpersonal Communications - 3 credits

*Select TWO courses from the following:*

[ART 101](#) Art History and Appreciation - 3 credits

[ART 105](#) Film as Art - 3 credits

[ART 108](#) History of Western Art - 3 credits

[MUS 105](#) Music Appreciation - 3 credits

[PHI 101](#) Introduction to Philosophy - 3 credits

[PHI 110](#) Ethics - 3 credits

[PHI 115](#) Contemporary Moral Issues - 3 credits

[REL 103](#) Comparative Religion - 3 credits

[THE 101](#) Introduction to Theatre - 3 credits

*Select ONE sequence as follows:*

[HIS 101](#) and [HIS 102](#) (Western Civ.) - 6 credits

- OR -

[HIS 201](#) and [HIS 202](#) (U.S. History) - 6 credits

**Physical Sciences, Natural Sciences and Mathematics 14 credits**

*Select TWO courses from the following:*

[MAT 110](#) College Algebra - 3 credits

[MAT 120](#) Probability and Statistics - 3 credits

[MAT 122](#) Finite College Math - 3 credits

*Select TWO courses from the following:*

[BIO 101](#) Biological Science I - 4 credits

[BIO 102](#) Biological Science II - 4 credits

[CHM 110](#) College Chemistry I - 4 credits

[CHM 111](#) College Chemistry II - 4 credits

[PHY 201](#) Physics I - 4 credits

[PHY 202](#) Physics II - 4 credits

**Social/Behavioral Sciences 6 credits**

*Select TWO courses from the following:*

[PSY 201](#) General Psychology - 3 credits

[PSC 201](#) American Government - 3 credits

[SOC 101](#) Introduction to Sociology - 3 credits

**Major Course Requirements.... 27 Credits**

[CPT 101](#) Intro to Computers - 3 credits

[CRJ 101](#) Intro to Criminal Justice - 3 credits

[CRJ 125](#) Criminology - 3 credits

[CRJ 224](#) Police Community Relations - 3 credits

Select FIVE courses from the following:

[CRJ 120](#) Constitutional Law - 3 credits

[CRJ 202](#) Criminalistics - 3 credits

[CRJ 230](#) Criminal Investigatons I - 3 credits

[CRJ 239](#) Terrorism & Homeland Security - 3 credits

[CRJ 242](#) Correctional Systems - 3 credits

[CRJ 250](#) Criminal Justice Internship I - 3 credits

[SOC 210](#) Juvenile Delinquency - 3 credits

**Total Credits Required: 68 Credits**

*Note: The 68 ATC credit hours listed above will transfer to the Citadel's Criminal Justice program as 68 hours of undergraduate credit.*

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## Science & Technology Programs

### Associate in Applied Science: Major in Electronic Engineering Technology

The Associate in Applied Science with a Major in Electronic Engineering Technology degree prepares technicians who support electrical/electronics engineers and other technical professionals in the design, development, modification and testing of electronic circuits, devices and systems. This major and emphasis also includes instruction in science, mathematics and the electronics necessary to support learning in practical circuit feasibility, prototype development and testing, systems analysis (including design, selection, installation, calibration, and testing), solid-state and microminiature circuits and the application of technical data to specific problems in the electronics field.

Admission to the Associate in Applied Science with a Major in Electronic Engineering Technology degree is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair.

In order to enter the Electronic Engineering Technology degree, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 102](#).

While completing the above courses, you may enter the Occupational Studies - Emphasis in Electronic Engineering Technology Certificate.

#### General Education..... 19 Credits

##### Humanities/Fine Arts 6 credits

[ENG 160](#) Technical Communications - 3 credits

-OR- Both

[ENG 101](#) English Composition I - 3 credits

[SPC 205](#) Public Speaking - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

##### Physical Sciences, Natural Sciences and Mathematics 10 credits

[MAT 110](#) College Algebra - 3 credits

[MAT 111](#) College Trigonometry - 3 credits

[PHY 201](#) Physics I - 4 credits

##### Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

#### Major Requirements..... 41 Credits

[EET 113](#) Electrical Circuits I - 4 credits

[EET 114](#) Electrical Circuits II - 4 credits

[EET 130](#) Network Devices - 3 credits

[EET 140](#) Digital Electronics\* - 3 credits

[EET 141](#) Electronic Circuits - 4 credits

[EET 227](#) Electrical Machinery - 3 credits

[EET 231](#) Industrial Electronics - 4 credits

[EET 235](#) Programmable Controllers - 3 credits

[EET 241](#) Electronic Communications - 4 credits

[EET 251](#) Microprocessor Fundamentals - 4 credits

[EGR 130](#) Engineering Technology Applications and Programming\* - 3 credits

[EGR 255](#) Engineering Technology Senior Systems Project - 2 credits

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**Additional Course Requirements... 9 Credits**

- [CPT 101](#) Introduction to Computers - 3 credits
- [CIM 131](#) Computer Integrated Manufacturing\* - 3 credits
- [EGT 152](#) Fundamentals of CAD - 3 credits

**Total Credits Required: 69 Credits**

*\* Project Lead the Way classes may apply to course.*

**Computer Electronics Certificate**

Admission to the Computer Electronics Certificate requires the completion of the prerequisites listed below. Graduates of the Certificate in Computer Electronics receive the skills and training in digital electronics, microprocessor interfacing, computer hardware/software and networking. Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks and other areas requiring knowledge of electronics and computer systems.

Admission to the Computer Electronics Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair. The Certificate in Computer Electronics is designed to enhance skills of those who already have the Associate in Applied Science with a Major in Electronics Engineering Technology degree.

Entry into this program is restricted to those students having met all prerequisites for the following courses.

**Major Requirements..... 20 Credits**

- [CPT 168](#) Programming Logic & Design - 3 credits
- [CPT 209](#) Computer Systems - 3 credits
- [CPT 257](#) Operating Systems - 3 credits
- [EET 141](#) Electronic Circuits - 4 credits
- [EET 251](#) Microprocessor Fundamentals - 4 credits
- [IST 201](#) Cisco Internetworking Concepts - 3 credits

**Total Credits Required: 20 Credits**

**Associate in Applied Science: Major in General Technology - Emphasis in Engineering Graphics**

The Associate in Applied Science with a Major in General Technology, Emphasis in Engineering Graphics Technology degree is the combined study of Industrial Drafting, Computer-Aided Drafting and Computer-Aided Manufacturing.

This degree is designed to produce a drafter capable of creating detailed engineering drawings. Emphasis is on computer-generated drawings and programming for Computer-Aided Manufacturing using AutoCAD and MICROSTATION software for computer-aided drafting and FeatureCAM software for computer-aided manufacturing.

Admission to the Associate in Applied Science with a Major in General Technology, Emphasis in Engineering Graphics degree is restricted to those who have met the prerequisite requirements and/or have the permission of the department chair.

In order to enter the Engineering Graphics degree, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing these courses, you may enter the Occupational Studies - Emphasis in Engineering Graphics Technology Certificate.

**General Education..... 15 Credits**

**Humanities/Fine Arts 9 credits**

- [SPC 205](#) Public Speaking - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).
- AND- one of the following:
  - [ENG 101](#) English Composition I - 3 credits
  - [ENG 160](#) Technical Communications - 3 credits

**Physical Sciences, Natural Sciences and Mathematics 3 credits**

[MAT 102](#) Intermediate Algebra - 3 credits

**-OR-**

[MAT 155](#) Contemporary Mathematics - 3 credits

**Social/Behavioral Sciences 3 credits**

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

**Major Requirements..... 43 Credits**

**Primary Technical Specialty - 30 credits**

[EGT 130](#) Geometric Dimensioning/Tolerancing Applications - 3 credits

[EGT 215](#) Mechanical Drawing Applications - 4 credits

[EGT 110](#) Engineering Graphics I - 4 credits

[EGT 150](#) Basic CAD (AutoCAD) - 2 credits

[EGT 152](#) Fundamentals of CAD\* - 3 credits

[EGT 220](#) Structural and Piping Applications - 3 credits

[EGT 225](#) Architectural Drawing Applications - 4 credits

[EGT 245](#) Principles of Parametric CAD - 3 credits

[EGT 281](#) Prototype Modeling - 3 credits

**Secondary Technical Specialty - 13 credits**

[MTT 143](#) Precision Measurements - 2 credits

[MTT 145](#) Machining of Metals - 3 credits

[MTT 250](#) Principles of CNC - 3 credits

[MTT 171](#) Industrial Quality Control - 2 credits

[CIM 131](#) Computer Integrated Manufacturing\* - 3 credits

**Additional Requirements..... 7 Credits**

[CPT 101](#) Intro to Computers - 3 credits

[EGR 105](#) Safety in the Workplace - 1 credits

[EGR 130](#) Engineering Technology Applications and Programming\* - 3 credits

**Total Credits Required: 65 Credits**

\* *Project Lead the Way classes may apply to course.*

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**Engineering Transfer Certificate**

The Engineering Transfer Certificate provides the student with the opportunity to develop the skills necessary for transfer to a four-year engineering program.

Aiken Technical College has an articulation agreement with the University of South Carolina that will allow a student who completes the Engineering Transfer Certificate to transfer all of the credits earned in the Certificate to USC-Columbia.

**General Education..... 33 Credits**

**Humanities/Fine Arts 9 credits**

[ENG 101](#) English Composition I - 3 credits

[ENG 102](#) English Composition II - 3 credits

*Select ONE course from the following:*

[HIS 201](#) American History: Discovery to 1877 - 3 credits

[HIS 202](#) American History: 1877 to Present - 3 credits

[MUS 105](#) Music Appreciation - 3 credits

[ART 101](#) Art History and Appreciation - 3 credits

**Physical Sciences, Natural Sciences and Mathematics 24 credits**

[MAT 140](#) Analytical Geometry & Calculus I - 4 credits

[MAT 141](#) Analytical Geometry & Calculus II - 4 credits

[CHM 110](#) College Chemistry I - 4 credits

[CHM 111](#) College Chemistry II - 4 credits

[PHY 221](#) University Physics I - 4 credits

[PHY 222](#) University Physics II - 4 credits

**Major Requirements..... 9 Credits**

[EGT 152](#) Fundamentals of CAD (\*IED) - 3 credits

[EGR 130](#) Engineering Technology Applications and Programming (\*POE) - 3 credits

[EET 140](#) Digital Electronics (\*DE) - 3 credits

**Total Credits Required: 42 Credits**

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## Computer Aided Design (CAD) Certificate

The Computer Aided Design Certificate provides the person already possessing conventional drafting skills an opportunity to acquire Computer-Aided Drafting skills.

Admission to the Computer Aided Design (CAD) Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. The Computer Aided Design (CAD) Certificate is designed to enhance skills of those who already have earned the Basic Engineering Graphics Certificate.

**General Education..... 3 Credits**

[MAT 102](#) Intermediate Algebra - 3 credits

**Major Requirements..... 23 Credits**

[EGR 105](#) Safety in the Workplace - 1 credits

[EGT 110](#) Engineering Graphics I - 4 credits

[EGT 130](#) Geometric Dimensioning/Tolerancing Applications - 3 credits

[EGT 215](#) Mechanical Drawing Applications - 4 credits

[EGT 150](#) Basic CAD - 2 credits

[EGT 152](#) Fundamentals of CAD - 3 credits

[EGT 245](#) Principles of Parametric CAD - 3 credits

[EGT 281](#) Prototype Modeling - 3 credits

**Additional Course Requirements... 3 Credits**

[CPT 101](#) Introduction to Computers - 3 credits

**Total Credits Required: 29 Credits**

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## Pre-Engineering Certificate

This Certificate is designed for students who are interested in pursuing a career or advanced education in a STEM-related field. The Certificate courses were selected based on their transferability to engineering or engineering technology two-year and four-year degree programs. The course sequence is intended to provide students with broad exposure to the various engineering disciplines including electrical, mechanical, industrial, manufacturing, and civil engineering.

**General Education..... 14 Credits**

[MAT 140](#) Analytical Geometry and Calculus I - 4 credits

[MAT 141](#) Analytical Geometry and Calculus II - 4 credits

**Select 6 credits from the following:**

[ECO 210](#) Macroeconomics - 3 credits

[HIS 201](#) American History: Discovery to 1877 - 3 credits

[HIS 202](#) American History: 1877 to Present - 3 credits

[PSC 201](#) American Government - 3 credits

**Major Requirements..... 12 Credits**

[CIM 131](#) Computer Integrated Manufacturing\* - 3 credits

[EET 140](#) Digital Electronics\* - 3 credits

[EGR 130](#) Engineering Technology Applications and Programming\* - 3 credits

[EGT 152](#) Fundamentals of CAD\* - 3 credits

**Total Credits Required: 26 Credits**

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## Physical and Chemical Sciences Certificate

This Physical and Chemical Sciences Certificate prepares graduates for work in the physical and chemical processing industry. The certificate is a blend of math and science disciplines that expose students to a broad spectrum of learning outcomes associated with modern physical and chemical principles and processes.

The certificate will also provide graduates with the strong base of knowledge needed for additional study in physical, nuclear and/or chemical sciences.

**General Education..... 3 Credits**

[ENG 101](#) English Composition I - 3 credits

**Major Requirements..... 24 Credits**

[CHM 110](#) College Chemistry I - 4 credits

[CHM 111](#) College Chemistry II - 4 credits

**-BOTH-**

[PHY 181](#) Integrated Physics I - 3 credits

[PHY 182](#) Integrated Physics II - 3 credits

**-OR BOTH-**

[PHY 201](#) Physics I - 4 credits

[PHY 202](#) Physics II - 4 credits

[MAT 110](#) College Algebra - 3 credits

[RPT 103](#) Radiation Fundamentals - 4 credits

[EGR 280](#) Chemical Process Principles - 3 credits

**Total Credits Required: 27 Credits**

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## University Transfer

### Associate in Arts

The Associate in Arts degree prepares the student to transfer to a four-year college or university to study in the areas of fine arts, education, humanities, social sciences or business. With the assistance of an academic advisor, a student may plan a program of study to meet the requirements of the college to which the student wishes to transfer using the guidelines below.

#### General Education..... 35 Credits

##### Humanities/Fine Arts 15 credits

[ENG 101](#) English Composition I - 3 credits

[ENG 102](#) English Composition II - 3 credits

[SPC 205](#) Public Speaking - 3 credits

**-AND-**

Select Humanities/Fine Arts courses totaling 6 credits from the [course list](#).

##### Physical Sciences, Natural Sciences and Mathematics 14 credits

[MAT 110](#) College Algebra - 3 credits

*AND Select ONE course from:*

[MAT 111](#) College Trigonometry - 3 credits

[MAT 120](#) Probability and Statistics - 3 credits

[MAT 122](#) Finite College Mathematics - 3 credits

**-AND-**

Select Physical Sciences and/or Natural Sciences courses totaling 8 credits from the [course list](#).

##### Social/Behavioral Sciences 6 credits

Select Social/Behavioral Sciences courses totaling 6 credits from the [course list](#).

#### Major Requirement..... 18 Credits

[CPT 101](#) Intro to Computers - 3 credits

**-AND-**

Courses totaling 15 credit hours must be selected from those listed on the list of [Transferable Courses](#). However, you should consult with your advisor to select courses that will meet your particular transfer objectives.

#### Electives..... 8 Credits

Courses must be selected from those listed on [Transferable Courses](#). However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

#### Total Credits Required: 61 Credits

*Note: All courses taken toward this degree MUST be selected from the list of college transfer courses on [Transferable Courses](#).*

Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis. For clarification on which courses count towards Humanities and Fine Arts, Social and Behavioral Sciences, or Physical and Natural Science credit requirements, please consult the [Course Listings](#).

### Associate in Science

The Associate in Science degree prepares a student to transfer to a four-year college or university to study in the areas of natural/physical sciences, mathematics, engineering or business. With the

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assistance of an academic advisor, a student may plan a program of study to meet the requirements of the college to which the student wishes to transfer using the guidelines below.

**General Education..... 39 Credits**

**Humanities/Fine Arts 15 credits**

- [ENG 101](#) English Composition I - 3 credits
- [ENG 102](#) English Composition II - 3 credits
- [SPC 205](#) Public Speaking - 3 credits

**-AND-**

Select Humanities/Fine Arts courses totaling 6 credits from the [course list](#).

**Natural Sciences and Mathematics 18 credits**

- [MAT 110](#) College Algebra - 3 credits
- [MAT 111](#) College Trigonometry - 3 credits
- [MAT 140](#) Analytical Geometry & Calculus I - 4 credits

**-AND-**

Select Biology courses totaling 8 credits from the [course list](#).

**Social/Behavioral Sciences 6 credits**

Select Social/Behavioral Sciences courses totaling 6 credits from the [course list](#).

**Major Requirement..... 18 Credits**

- [CPT 101](#) Intro to Computers - 3 credits

Select Chemistry or Physics courses totaling 8 credit hours from the [course list](#).

**-AND-**

Courses totaling 7 credit hours must be selected from those listed on the list of [Transferable Courses](#). However, you should consult with your advisor to select courses that will meet your particular transfer objectives.

**Electives..... 4 Credits**

Courses must be selected from those listed on [Transferable Courses](#). However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

**Total Semester-Hour Credits: 61 Credits**

*Note: All courses taken toward this degree MUST be selected from the list of college transfer courses on [Transferable Courses](#).*

Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis. For clarification on which courses count towards Humanities and Fine Arts, Social and Behavioral Sciences, or Physical and Natural Science credit requirements, please consult the [Course Listings](#).

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**Business Transfer Certificate**

The Business Transfer Certificate provides the student with the opportunity to develop the skills necessary to transfer to a four-year business program.

Aiken Technical College has an articulation agreement with the University of South Carolina - Aiken that will allow a student who completes the Business Transfer Certificate to transfer all of the credits earned in the certificate to USCA.

The program display for the Business Transfer Certificate is listed on the [Business Programs](#) page.

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**Engineering Transfer Certificate**

The Engineering Transfer Certificate provides the student with the opportunity to develop the skills necessary for transfer to a four-year engineering program.

Aiken Technical College has an articulation agreement with the University of South Carolina that will allow a student who completes the Engineering Transfer Certificate to transfer all of the credits earned in the certificate to USC-Columbia.

The program display for the Engineering Transfer Certificate is listed on the [Science & Technology Programs](#) page.

## Associate in Arts: Social and Behavioral Sciences Track

The Associate in Arts: Social and Behavioral Sciences Track provides students with an opportunity to learn a variety of theories, approaches, methodologies and perspectives pertaining to behavioral and sociological concepts. These courses emphasize a multidisciplinary approach to the understanding and study of individuals and groups and the societies and institutions they create.

The degree of Associate of Arts: Social and Behavioral Science Track is intended for students who plan to complete a Bachelor's degree at a transfer institution in a social and behavioral science-related major such as Sociology, Psychology or Social Work.

### General Education..... 35 Credits

#### Humanities/Fine Arts 15 credits

[ENG 101](#) English Composition I - 3 credits

[ENG 102](#) English Composition II - 3 credits

[SPC 205](#) Public Speaking - 3 credits

Select Humanities/Fine Arts courses totaling 6 credits from the [course list](#).

#### Natural Sciences and Mathematics 14 credits

[MAT 110](#) College Algebra - 3 credits

[MAT 120](#) Probability and Statistics - 3 credits

Select Physical Science, Natural Science and Mathematics courses totaling 8 credits from the [course list](#).

#### Social/Behavioral Sciences 6 credits

Select Social/Behavioral Sciences courses totaling 6 credits from the [course list](#).

### Major Requirement..... 18 Credits

[PSY 201](#) General Psychology - 3 credits

[PSY 203](#) Human Growth and Development - 3 credits

[PSY 208](#) Human Sexuality - 3 credits

[PSY 212](#) Abnormal Psychology - 3 credits

[SOC 101](#) Introduction to Sociology - 3 credits

[SOC 205](#) Social Problems - 3 credits

### Electives..... 8 Credits

Select courses totaling 8 credits from:

[HUS 101](#), [PSY 210](#), [PSY 220](#), [PSY 231](#), [PSY 235](#), [SOC 102](#), [SOC 210](#), [SOC 220](#), [SOC 230](#), [SOC 235](#), [SOC 240](#), [SPA 101](#), [SPA 102](#)

### Total Semester-Hour Credits: 61 Credits

## Associate in Arts Early Childhood Education Transfer

The Associate in Arts – Early Childhood Education Transfer Track degree provides ATC transfer students with the first two years (70 hours) of undergraduate credit towards a degree in Early Childhood Education at the University of South Carolina - Aiken. All of the courses listed will transfer to USCA under the ATC-USCA Early Childhood Education articulation agreement. AA-ECE transfer students must maintain a minimum 2.75 GPA and are expected to complete the Praxis Exam before transferring to USCA.

The program display for the Associate in Arts – Early Childhood Education Transfer is listed on the [Education Programs](#) page.





Search for...   Programs of Study   Courses

# General Education Elective Courses

Students in technical programs may select any of the courses listed below to satisfy program requirements for courses in the Humanities/Fine Arts category and/or courses in the Social/Behavioral Sciences category.

Note:  
Students enrolled in the Associate in Arts, Associate in Science and General Studies Certificate MUST select courses from these official courses to fulfill degree and certificate requirements. Courses not underlined are currently not offered at Aiken Technical College.

Courses may be taken online or in the classroom. Students should consult with their advisors before enrolling in an online course.

## Humanities/Fine Arts Course List

- ART 101 History/Appreciation of Art
- ART 105 Film As Art
- ART 108 History of Western Art
- ENG 201 American Literature I
- ENG 202 American Literature II
- ENG 205 English Literature I
- ENG 206 English Literature II
- ENG 208 World Literature I
- ENG 209 World Literature II
- ENG 236 African-American Literature
- HIS 101 Western Civilization to 1689
- HIS 102 Western Civilization: Post 1689
- HIS 201 American History: Discovery to 1877
- HIS 202 American History: 1877 to Present
- IDS 101 Human Thought and Learning
- IDS 201 Leadership Development
- MUS 105 Music Appreciation
- PHI 101 Introduction to Philosophy
- PHI 110 Ethics
- PHI 115 Contemporary Moral Issues
- REL 103 Comparative Religion
- THE 101 Introduction to Theatre

## Social/Behavioral Sciences Course

- ECO 210 Macroeconomics
- ECO 211 Microeconomics

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[GEO 101 Introduction to Geography](#)

[GEO 102 World Geography](#)

[HUS 101 Intro. to Human Services](#)

[PSC 201 American Government](#)

[PSC 215 State and Local Government](#)

[PSY 105 Personal/Interpersonal Psychology](#)

[PSY 201 General Psychology](#)

[PSY 203 Human Growth and Development](#)

[PSY 208 Human Sexuality](#)

[PSY 210 Educational Psychology](#)

[PSY 212 Abnormal Psychology](#)

[SOC 101 Introduction to Sociology](#)

[SOC 102 Marriage and the Family](#)

[SOC 205 Social Problems](#)

[SOC 210 Juvenile Delinquency](#)

[SOC 235 Thanatology](#)

## **Physical/Natural Sciences & Mathematics Courses**

[BIO 101 Biological Science I](#)

[BIO 102 Biological Science II](#)

[BIO 105 Principles of Biology](#)

[BIO 210 Anatomy and Physiology I](#)

[BIO 211 Anatomy and Physiology II](#)

[BIO 225 Microbiology](#)

[CHM 110 College Chemistry I](#)

[CHM 111 College Chemistry II](#)

[CHM 211 Organic Chemistry I](#)

[MAT 102 Intermediate Algebra](#)

[MAT 110 College Algebra](#)

[MAT 111 College Trigonometry](#)

[MAT 120 Probability & Statistics](#)

[MAT 122 Finite College Mathematics](#)

[MAT 130 Elementary Calculus](#)

[MAT 140 Analytical Geometry & Calculus I](#)

[MAT 141 Analytical Geometry & Calculus II](#)

[MAT 155 Contemporary Mathematics](#)

[MAT 160 Math for Business & Finance](#)

[MAT 250 Elementary Mathematics I](#)

[MAT 251 Elementary Mathematics II](#)

[PHY 201 Physics I](#)

[PHY 202 Physics II](#)

[PHY 221 University Physics I](#)

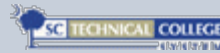
[PHY 222 University Physics II](#)

**Special Note:**

General Education elective courses listed here may be applied only once to satisfy curriculum requirements. They may NOT be applied to both categories at any time.

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Search for...   Programs of Study   Courses

**ACC-100 Basic Accounting**

**Credits: 3**

This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers and trial balances. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-032](#) and [RDG-032](#) or acceptable placement scores for math and reading.

**ACC-101 Accounting Principles I**

**Credits: 3**

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-101](#) AND [RDG-032](#) OR [ACC-100](#)

**ACC-102 Accounting Principles II**

**Credits: 3**

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-101](#)

**ACC-120 Federal Income Tax**

**Credits: 3**

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-101](#)

**ACC-150 Payroll Accounting**

**Credits: 3**

This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls, and various forms and records. Computer simulation included. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-101](#) [CPT-101](#)

**ACC-201 Intermediate Accounting I**

**Credits: 3**

This course explores the fundamental processes of accounting theory, including the preparation of financial statements. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-102](#)

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**ACC-202 Intermediate Accounting II**

**Credits: 3**

This course covers the application of accounting principles and concepts in account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-201](#)

---

**ACC-230 Cost Accounting I**

**Credits: 3**

This course is a study of the accounting principles involved in job order cost systems. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-102](#), [ACC-150](#)

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**ACC-231 Cost Accounting II**

**Credits: 3**

This course is a study of the accounting principles involving processing and standard cost systems. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-230](#)

---

**ACC-240 Computerized Accounting**

**Credits: 3**

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-101](#) [CPT-101](#)

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**ACC-265 Not-For-Profit Accounting**

**Credits: 3**

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-231](#) OR [ACC-202](#)

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**ACR-101 Fundamentals of Refrigeration**

**Credits: 5**

This course covers the refrigeration cycle, refrigerants, pressure/temperature relationship, and system components. 3.0-6.0-5.0

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#)

---

**ACR-102 Tools and Service Techniques**

**Credits: 3**

This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment. 2.0-3.0-3.0

Prerequisite(s)..... [ACR-101](#) along with this course

Corequisite(s)..... [ACR-101](#)

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**ACR-107 Wiring Diagrams**

**Credits: 2**

This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment. 2.0-0.0-2.0

Prerequisite(s)..... [MAT-031](#), [RDG-031](#), [ACR-110](#), and [ACR-120](#)

Corequisite(s)..... [ACR-210](#)

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**ACR-110 Heating Fundamentals**

**Credits: 4**

This course covers the basic concepts of oil, gas, and electric heat, their components and operations. 2.0-6.0-4.0

Prerequisite(s)..... None

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**ACR-120 Basic Air Conditioning**

**Credits: 4**

This course is a study of various types of air conditioning equipment including electrical components, schematics. 2.0-6.0-4.0

Prerequisite(s)..... [ACR-101](#),[ACR-106](#)

---

**ACR-131 Commercial Refrigeration**

**Credits: 4**

This course is a study of maintenance and repair of commercial refrigeration systems. 2.0-6.0-4.0

Prerequisite(s)..... [ACR-101](#) and [ACR-106](#)

---

**ACR-140 Automatic Controls**

**Credits: 3**

This course is a study of the adjustment, repair, and maintenance of a variety of pressure and temperature-sensitive automatic controls. 2.0-3.0-3.0

Prerequisite(s)..... None

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**ACR-210 Heats Pumps**

**Credits: 4**

This course is a study of theory and operational principles of the heat pump. 3.0-3.0-4.0

Prerequisite(s)..... None

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**ACR-221 Residential Load Calculations**

**Credits: 2**

This course is a study of heat losses/gains in residential structures. 2.0-0.0-2.0

Prerequisite(s)..... [MAT-101](#), [ACR-101](#), [EGT-123](#)

---

**ACR-242 Electronic Controls**

**Credits: 2**

This course covers the basic fundamentals for the adjustment, repair, and maintenance of electronic controls used in air conditioning systems. 1.0-3.0-2.0

Prerequisite(s)..... [ACR-101](#), [ACR-140](#), [EEM-145](#)

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**AHS-102 Medical Terminology**

**Credits: 3**

This course covers medical terms including roots, prefixes, and suffixes with emphasis on spelling, definition, and pronunciation. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#) and [RDG-032](#)

---

**AHS-105 Medical Ethics and Law**

**Credits: 2**

This course provides a study of ethical conduct and legal responsibilities related to health care. 2.0-0.0-2.0

Prerequisite(s)..... [RDG-032](#)

---

**AHS-113 Head and Neck Anatomy and Physiology**

**Credits: 1**

This course provides a detailed study of the structure of the head and neck with emphasis on structure as it pertains to the study of dental science. 0.0-3.0-1.0

Prerequisite(s)..... [BIO-112](#) and admissions to the EDA program.

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**AHS-117 The Care of Patients**

**Credits: 4**

This course includes ma study of concepts required in nurse assisting.

Prerequisite(s)..... None

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**AHS-118 Medical Coding and Insurance**

**Credits: 5**

This course includes a study of coding procedures and their relationship to insurance. 5.0-0.0-5.0

Prerequisite(s)..... None

---

**AHS-126 Health Calculations**

**Credits: 1**

This course is a study of the mathematical concepts needed in health science studies. 0.0-3.0-1.0

Prerequisite(s)..... [MAT-032](#)

---

**AHS-155 Special Topics in Health Care**

**Credits: 3**

This course emphasizes specialized job-related education in health care. 1.0-6.0-3.0

Prerequisite(s)..... [ENG-032](#) and [RDG-032](#)

---

**AHS-163 Long Term Care**

**Credits: 5**

This course emphasizes the basic skills needed to care for residents in the long-term care setting.

Students will apply practical use of these skills through clinical experiences in a long-term care facility.  
2.0-9.0-5.0 needed to

Prerequisite(s)..... [AHS-117](#)

---

**AHS-171 Introduction to Medical Coding**

**Credits: 4**

This course is an introduction to the concepts of health care billing and reimbursement using guidelines of Current Procedural Terminology (CPT) nomenclature and ICD9 (International Classification of Disease).

Prerequisite(s)..... None

---

**AHS-172 Med Coding and Classification Systems**

**Credits: 5**

This course is an advanced study and application of CPT and ICD9 principles as related to the procedures used by private and governmental health insurance programs. Ethical concerns related to reimbursement principles will be emphasized.

Prerequisite(s)..... None

---

**AHS-177 Cardiac Monitoring Application**

**Credits: 4**

This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms and dysrhythmia recognition and equipment maintenance. 2.0-6.0-4.0

Prerequisite(s)..... None

---

**ANT-202 Cultural Anthropology**

**Credits: 3**

This course includes an exploration and comparison of selected contemporary cultures, including their languages. The course also includes an introduction to the concepts, methods, and data of sociocultural anthropology and anthropological linguistics. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

---

**AOT-105 Keyboarding**

**Credits: 3**

This course focuses on the mastery of touch keyboarding, and formatting principles of business, and MLA or APA research papers. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

---

**AOT-110 Document Formatting**

**Credits: 3**

This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies. 3.0-0.0-3.0

Prerequisite(s)..... [AOT-105](#)

---

**AOT-141 Office Procedures I**

**Credits: 3**

This is an introductory course to a variety of office procedures and tasks using business equipment, systems, and procedures. 3.0-0.0-3.0

Prerequisite(s)..... [AOT-105](#), [AOT-163](#), and [MAT-032](#)

---

**AOT-161 Records Management**

**Credits: 3**

This course emphasizes records management functions and various types of storage methods, technology, and procedures. 3.0-0.0-3.0

Prerequisite(s)..... [AOT-105](#)

---

**AOT-163 Word Processing**

**Credits: 3**

This course introduces the basic concepts of information processing. Proficiency in Core certification skills in Microsoft Word is emphasized. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

---

**AOT-180 Customer Service**

**Credits: 3**

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#), [ENG-032](#)

---

**AOT-250 Advanced Information Processing**

**Credits: 3**

This course emphasizes complex applications of information processing software using advanced features and concepts. Proficiency in Expert certification skills in Microsoft Word is emphasized. 3.0-0.0-3.0

Prerequisite(s)..... [AOT-163](#)

---

**AOT-251 Administrative Systems and Procedures**

**Credits: 3**

This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks. 3.0-0.0-3.0

Prerequisite(s)..... [AOT-110](#), [AOT-141](#), [AOT-161](#), [AOT-163](#); and [ENG-101](#) or [ENG-160](#).

---

**AOT-261 Office Spreadsheet Applications**

**Credits: 3**

This course emphasizes the concepts of spreadsheets for information management in an office environment. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#), [MAT-032](#)

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**AOT-267 Integrated Information Processing**

**Credits: 3**

This course emphasizes the application of integrated computer software. 3.0-0.0-3.0

Prerequisite(s)..... [AOT-105](#), [AOT-163](#), [AOT-261](#) and [IST-281](#)

---

**AOT-270 SCWE in Office Systems**

**Credits: 3**

This course integrates office skills within an approved work site related to Administrative Office Technology. 3.0-0.0-3.0

Prerequisite(s)..... [AOT-110](#), [AOT-161](#), [AOT-163](#), [AOT-180](#) and [ENG-101](#) or [ENG-160](#). and approval of program coordinator

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**ART-101 Art History and Appreciation**

**Credits: 3**

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#) and [RDG-031](#) or acceptable placement score

---

**ART-105 Film As Art**

**Credits: 3**

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-031](#), [RDG-031](#)

---

**ART-108 History of Western Art**

**Credits: 3**

This course is a visual and historical survey of western art forms from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

---

**ART-111 Basic Drawing I**

**Credits: 3**

This course provides an introduction to the materials and basic techniques of drawing. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#) and [RDG-032](#) or acceptable placement score

---

**ART-112 Basic Drawing II**

**Credits: 3**

This course covers a study of the materials and the basic techniques of drawing building on the techniques covered in Art 111. 3.0-0.0-3.0

Prerequisite(s)..... [ART-111](#)

---

**ART-289 Digital Photography**

**Credits: 3**

This course is an exploration of the opportunities and possibilities of the digital photography revolution. The class will include instruction and assignments in the theory, practice, and use of digital cameras, scanners, and printers. 2.0-3.0-3.0



Prerequisite(s)..... [ENG-032](#) and [RDG-032](#) or acceptable placement score

---

**ARV-121 Design**

**Credits: 3**

This course covers basic theories, vocabulary, principles, techniques, media and problem solving in basic design. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#) and [RDG-032](#)

---

**ARV-212 Digital Photography**

**Credits: 3**

This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#) and [RDG-032](#) or acceptable placement score

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Search for...   Programs of Study   Courses

**BAF-201 Principles of Finance**

**Credits: 3**

This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector. Quantitative features include financial ratios, the time value of money, capital budgeting and working capital budgeting. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-101](#), [BUS-140](#)

**BAF-230 Computers in Finance**

**Credits: 3**

This course is a study of the operations of computers and available software. Spreadsheet software for financial applications, including amortization schedules, capital budgeting and times value problems is utilized. Quickbooks software application for the small business entrepreneur is utilized. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-101](#), [CPT-101](#)

**BIO-101 Biological Science I**

**Credits: 4**

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Laboratory exercises supplement lectures. 3.0-3.0-4.0

Prerequisite(s)..... [RDG-032](#); High school biology is recommended

**BIO-102 Biological Science II**

**Credits: 4**

This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Laboratory exercises supplement lectures. 3.0-3.0-4.0

Prerequisite(s)..... [BIO-101](#)

**BIO-105 Principles of Biology**

**Credits: 4**

This is an introductory biology course, unifying biology concepts and principles at all levels. Emphasis is on current topics in biology. 3.0-3.0-4.0

Prerequisite(s)..... [RDG-032](#); High school biology is recommended

**BIO-112 Basic Anatomy and Physiology**

**Credits: 4**

This course is a basic integrated study of the structure and function of the human body. Laboratory sessions relate closely to lecture material. 3.0-3.0-4.0

Prerequisite(s)..... [RDG-032](#); High school biology is recommended

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**BIO-115 Basic Microbiology**

**Credits: 3**

This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms. The student performs routine microbiologic laboratory procedures with emphasis on practical application of classroom studies. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#) and successful completion of any college science course with laboratory or consent of program coordinator.

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**BIO-150 Anatomy Review for Kinesiology**

**Credits: 1**

This course is a study of the fundamentals of human movement to include detailed musculoskeletal and neuromuscular anatomy, an introduction to kinesiological terms, joint planes of movement, and analysis of motion. 1.0-0.0-1.0

Prerequisite(s)..... [BIO-210](#), [BIO-211](#)

---

**BIO-210 Anatomy and Physiology I**

**Credits: 4**

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Laboratory sessions emphasize microscopic studies and dissections. 3.0-3.0-4.0

Prerequisite(s)..... [RDG-032](#); [BIO-112](#) or other college biology or chemistry course is strongly recommended

---

**BIO-211 Anatomy and Physiology II**

**Credits: 4**

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Laboratory sessions emphasize microscopic studies and dissections. 3.0-3.0-4.0

Prerequisite(s)..... [BIO-210](#)

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**BIO-216 Physiology**

**Credits: 4**

This course is a study of human physiological processes in relation to homeostasis. 3.0-3.0-4.0

Prerequisite(s)..... None

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**BIO-225 Microbiology**

**Credits: 4**

This is a detailed study of microbiology as it relates to infection and the disease processes of the human body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. 3.0-3.0-4.0

Prerequisite(s)..... [RDG-032](#) and successful completion of any college science course with a laboratory or consent of program coordinator.

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**BUS-135 Wage and Salary Administration**

**Credits: 3**

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls. Payroll computations - both manual and computer-generated - are included. 3.0-0.0-3.0

Prerequisite(s)..... [ACC-101](#), [CPT-101](#)

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**BUS-140 Business Mathematics**

**Credits: 3**

This course provides applications of business mathematics in the study of discounting, marking up, inventory and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds and other accepted business practices.

Prerequisite(s)..... [MAT-032](#)

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**BUS-210 Introduction to E-Commerce in Business**

**Credits: 3**

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**BUS-225 Social, Ethical, Legal Aspects of Business**

**Credits: 3**

This course is a study of how the social, legal, economic, political, technological and ecological dimensions of the external environment affect business. Specific topics include values and ethics in business, government and business relations, corporate social responsibility and business law. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#), [MAT-032](#), [MGT-101](#)

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**BUS-275 Business Internship**

**Credits: 3**

This course includes practical experiences in an approved business setting in conjunction with regular class meetings. The Class sessions will be devoted to discussing topics that will enhance the student's employability skills. 1.0-8.0-3.0

Prerequisite(s)..... [ENG-101](#) AND [SPC-205](#) OR [SPC-209](#) AND 75% of courses required for Accounting, Management, and Marketing degree.

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Search for...   Programs of Study   Courses

### CHM-105 General Organic and Biochemistry

**Credits: 4**

This course is a study of fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-102](#)

### CHM-110 College Chemistry I

**Credits: 4**

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-102](#)

### CHM-111 College Chemistry II

**Credits: 4**

This is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions, and state of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. 3.0-3.0-4.0

Prerequisite(s)..... [CHM-110](#)

### CHM-211 Organic Chemistry I

**Credits: 4**

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. 3.0-3.0-4.0

Prerequisite(s)..... [CHM-111](#)

### CIM-131 Computer Integrated Manufacturing

**Credits: 3**

This course is a comprehensive review of the total manufacturing operation. This is the Project Lead the Way (PLTW) specialty course Computer Integrated Manufacturing. 2.0-3.0-3.0

Prerequisite(s)..... [EET-140](#) OR [EGR-130](#) OR [EGT-152](#) AND [MAT-102](#) OR [MAT-155](#)

### COL-103 College Skills

**Credits: 3**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. It is designed to help students gain confidence in their ability to learn and succeed in college. 3.0-0.0-3.0

Prerequisite(s)..... None

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**Numbering System**

**3.0-0.0-3.0**

Following each course description, a numerical system will be displayed describing the following:

**1st #:** Class hours per week

**2nd #:** Lab hours per week

**3rd #:** Credits earned for completed course

**CPT-101 Introduction to Computers**

**Credits: 3**

This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system. Applications covered include MS Word, MS Access, MS Excel, email and the Windows operating system. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#)

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**CPT-160 Digital Vector Graphics I**

**Credits: 3**

This course is a study of the principles, terminology, techniques and tools used in vector computer graphics software to create and modify electronic art. Topics include selection tools, drawing paths, creating shapes, adding type, applying transformations, and managing layers. Software used is Adobe Illustrator. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#)

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**CPT-161 Intro to Digital Raster Graphics I**

**Credits: 3**

This course is a study of the fundamental tools and techniques used in basic digital image creation and manipulation of raster computer files. Topics include selection techniques, adding type, managing layers, applying special effects, and using painting tools. Software used is Adobe Photoshop. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#)

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**CPT-162 Introduction to Web Page Publishing**

**Credits: 3**

This course is a study of the fundamentals of web page design and implementation. This course teaches the foundation concepts of the HTML language. The use of styles for formatting web page appearance, both within the HTML page and in Cascading Style Sheets, are covered in depth. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#)

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**CPT-209 Computer Systems Management**

**Credits: 3**

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. This course is applicable to the Associate in Applied Science: Major in Computer Technology and the Associate in Applied Science: Major in Telecommunications Systems Management degree: it is equivalent to A+ Certification. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#)

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**CPT-212 Visual Basic Programming**

**Credits: 3**

This course focuses on Windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-232](#)

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**CPT-232 C++ Programming I**

**Credits: 3**

This introductory course in C++ Programming I emphasizes the designing, coding, testing, and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers, and strings. The focus of instruction is the use of C++ for advanced game programming. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-168](#) or [MAT-101](#)

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**CPT-233 C++ Programming II**

**Credits: 3**

This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions. The focus of instruction is the use of C++ for advanced game programming. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-232](#)

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**CPT-238 Internet Scripting**

**Credits: 3**

This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting. This course focuses on JavaScript, including the jQuery library. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-232](#), [CPT-162](#), AND [CPT-212](#) OR [CPT-239](#)

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**CPT-239 Active Server Pages**

**Credits: 3**

This course is a study of Active Server Pages (ASP) programming to build, implement, and execute ASP scripts. Examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases. ASP is covered. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-162](#) AND [CPT-232](#) OR [CPT-168](#)

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**CPT-240 Internet Programming With Databases**

**Credits: 3**

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to the client browser. This course continues the study of web programming using PHP and MySQL. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-239](#), [CPT-242](#)

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**CPT-242 Database**

**Credits: 3**

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, database processing, and application programs which access a data base. SQL is covered in detail using MySQL as the database management system. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-232](#) OR [CPT-168](#)

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**CPT-251 Digital Video Production**

**Credits: 3**

This course is the study of basic aspects of digital video production. Topics include planning the project, asset creation and acquisition, management of assets, digital editing techniques, transition, titles, audio, and other effects. Also includes export of product to various media, including web export. Software used is Adobe Premiere. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#)

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**CPT-252 Digital Animation**

**Credits: 3**

This course is the study of basic aspects of computer animation. Topics include frame-by- frame animation, motion paths, tweening, import and export of objects, including web integrated export, morphing, layering, and creating special effects for web use. Software used is Adobe Flash. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#)

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**CPT-257 Operating Systems**

**Credits: 3**

This course examines the theory of operating systems and how the operation system theory is implemented in current operating systems. This course uses Windows 7 Professional to support concepts presented. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#)

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**CPT-265 Advanced Systems and Procedures**

**Credits: 3**

This course uses a complete case study to show the design, development, and implementation business system. The case study will be developed using a team approach to problem solving and systems development. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-212](#), [CPT-233](#), [CPT-239](#), and [CPT-242](#)

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**CPT-269 3D Digital Animation**

**Credits: 3**

This course is a study of 3D computer graphics and animation. Topics include philosophy of 3D space, 3D modeling, texturing, lighting, materials, particles, dynamics, animation, cameras, and rendering. Software used is Maya. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#)

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**CPT-284 ActionScript Programming I**

**Credits: 3**

Introduction to the ActionScript programming language. Topics include syntax, event handlers, objects, functions, and working with Flash animations to design dynamic web pages. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-252](#) AND [CPT-232](#) OR [CPT-168](#)

---

**CPT-288 Computer Game Development I**

**Credits: 3**

This course introduces computer game design and development using Windows API model. Topics include creating 3D models using matrices, transformation, rotation, texture mapping, 3D lighting, meshes, sprites, particles, special effects, and the application of game math and physics techniques. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-233](#)

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**CPT-293 Advanced Multimedia Applications**

**Credits: 3**

This course covers advanced topics for micro- computer multimedia development utilizing advanced techniques in the use of text, graphics, animation, sound, video, and compact disk. Script language programming and its use in the development of interactive multimedia software used is Adobe Creative Suite. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-160](#), [CPT-161](#), [CPT-162](#), and [IST-238](#)

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**CPT-295 Desktop Publishing Applications**

**Credits: 3**

This course is a study of application software used to design, edit and produce a variety of documents for marketing purposes. Software used is Adobe InDesign. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#)

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**CRJ-101 Introduction to Criminal Justice**

**Credits: 3**

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**CRJ-110 Police Patrol**

**Credits: 3**

This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrolman. Special emphasis is placed on patrol function-line activities, including traffic control and investigation, community relations, vice control, tactical units,civil disturbances, and preventive control. 2.0-3.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**CRJ-120 Constitutional Law**

**Credits: 3**

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and the individual. The application of the Bill of Rights to federal and state systems is examined. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**CRJ-125 Criminology**

**Credits: 3**

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**CRJ-140 Criminal Justice Report Writing**

**Credits: 3**

This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting and the value of accurate, complete and selective written articulation of information and observations. 2.0-3.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**CRJ-202 Criminalistics**

**Credits: 3**

This course covers and introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identifications, pathology, toxicology, ballistics and clandestine operations. 2.0-3.0-3.0

Prerequisite(s)..... [CRJ-115](#) and [CRJ-140](#) OR [CRJ-120](#) and [CRJ-140](#)

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**CRJ-217 Crime Scene Invest for Major Incidents &**

**Credits: 3**

This course introduces students to securing, documenting and processing a large geographical crime scene. Topics include implementation of an effective incident command system, obtaining necessary resources and overcoming unexpected obstacles associated with investigating a large geographical event. In addition, police tactical operations and approaching and resolving dangerous situations will be studied. 2.0-3.0-3.0

Prerequisite(s)..... [CRJ-120](#)

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**CRJ-224 Police Community Relations**

**Credits: 3**

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. Furthermore, different ethical systems that police officers may encounter and how behaviors are judged will be discussed. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**CRJ-230 Criminal Investigation I**

**Credits: 3**

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in this course. 2.0-3.0-3.0

Prerequisite(s)..... [CRJ-120](#), [CRJ-140](#)

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**CRJ-235 Practical Crime Scene Investigations**

**Credits: 3**

This course is a study of practical, hand-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation and chain of custody of crime scenes and evidence taken from the crime scenes. In addition, the science of fingerprints and the fingerprinting process at the jail will be studied. 2.0-3.0-3.0

Prerequisite(s)..... [CRJ-120](#), [CRJ-140](#)

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**CRJ-236 Criminal Evidence**

**Credits: 3**

This course is a study of the established rules of evidence from arrest to release in the administration

of criminal justice. 3.0-0.0-3.0

Prerequisite(s)..... None

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**CRJ-237 Defensive Tactics of Law Enforcement**

**Credits: 3**

This course is the study of the methodologies and tactics for solving critical incidents that law enforcement must face, such as the arrest process, handcuffing, and felony car stops. In addition, levels of force will be studied. 2.0-3.0-3.0

Prerequisite(s)..... [CRJ-120](#)

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**CRJ-239 Terrorism & Homeland Security**

**Credits: 3**

This course provides an overview of the problem of terrorism and homeland security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an "all-hazards" approach to protecting people and assets. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**CRJ-242 Correctional Systems**

**Credits: 3**

This course is an introduction to aspects of correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**CRJ-247 Law Enforcement and Latino Community**

**Credits: 3**

This course is designed to assist criminal justice personnel in Spanish language and culture to facilitate their interaction with the Hispanic population. 2.0-3.0-3.0

Prerequisite(s)..... [ENG-032](#) and [RDG-032](#)

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**CRJ-250 Criminal Justice Internship I**

**Credits: 3**

This course includes practical experience in a criminal justice or private security setting. 0.0-9.0-3.0

Prerequisite(s)..... [CJR-115](#) OR [CRJ-120](#) AND current certification in CPR and Basic First Aid (eight hour course). This course requires a clear background check, and approval of Department Chair.

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**CRJ-251 Criminal Justice Internship II**

**Credits: 3**

This course includes additional practical experience in a criminal justice or private security setting. 0.0-9.0-3.0

Prerequisite(s)..... [CRJ-246](#) or [CRJ-250](#)

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**CRJ-260 Seminar in Criminal Justice**

**Credits: 3**

This course includes a study of new trends in criminal justice. 3.0-0.0-3.0

Prerequisite(s)..... None

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**CRJ-275 Criminal Investigation, P.S. & Traffic**

**Credits: 3**

This course covers the comprehensive duties of patrol officers and the ability to use a variety of police tools. Areas of study include public service and presentation, radio and electronic communications, constitutional law, report writing, traffic and criminal investigations and enforcement. 2.0-3.0-3.0

Prerequisite(s)..... [CRJ-202](#), [CRJ-230](#), [CRJ-235](#) and approval of Academic Coordinator.

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**CWE-101 Cooperative Work Experience Prep**

**Credits: 1**

CWE opportunities are available in a variety of college programs. The student should have completed approximately half of his/her course work, have a good academic average, and be accepted by the applicable business or industry. See your academic advisor for details.

Prerequisite(s)..... None

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**CWE-112 Cooperative Work Experience I**

**Credits: 2**

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

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**CWE-113 Cooperative Work Experience I**

**Credits: 3**

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

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**CWE-114 Cooperative Work Experience I**

**Credits: 4**

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

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**CWE-122 Cooperative Work Experience II**

**Credits: 2**

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

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**CWE-123 Cooperative Work Experience II**

**Credits: 3**

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

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**CWE-124 Cooperative Work Experience II**



**Credits: 4**

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

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**CWE-132 Cooperative Work Experience III**

**Credits: 2**

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

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**CWE-133 Cooperative Work Experience III**

**Credits: 3**

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

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**CWE-134 Cooperative Work Experience III**

**Credits: 4**

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

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Search for...   Programs of Study   Courses

**DAT-105 Dental Charting and Documentation**

**Credits: 3**

This course is the study of dental charting and documentation as it relates to direct patient care in general dentistry. The course will include a clinical observation with emphasis on documentation and clinical records. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-160](#), [BIO-112](#) and admission to the EDA program.

**DAT-113 Dental Materials**

**Credits: 4**

This course is a study of the physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials. 3.0-3.0-4.0

Prerequisite(s)..... [BIO-112](#), [ENG-160](#), and admission to the EDA program.

**DAT-115 Ethics and Professionalism**

**Credits: 1**

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state Dental Practice Act is reviewed. 1.0-0.0-1.0

Prerequisite(s)..... [ENG-160](#) and admission to the EDA program.

**DAT-118 Dental Morphology**

**Credits: 2**

This course emphasizes the development, eruption, and individual characteristics of each tooth and the surrounding structures. An overview of basic oral embryology and oral histology is also given. 1.0-3.0-2.0

Prerequisite(s)..... [BIO-112](#) and admission to the EDA program.

**DAT-121 Dental Health Education**

**Credits: 2**

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry. 1.0-3.0-2.0

Prerequisite(s)..... [BIO-112](#), [ENG-160](#) and admission to the EDA program.

**DAT-122 Dental Office Management**

**Credits: 2**

This course provides a study of the business aspects of a dental office. 2.0-0.0-2.0

Prerequisite(s)..... [AHS-113](#), [DAT-113](#), [DAT-115](#), [DAT-118](#), [DAT-121](#), [DAT-154](#), [MAT-160](#).

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Following each course description, a numerical system will be displayed describing the following:

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- 3rd #:** Credits earned for completed course

**DAT-123 Oral Medicine / Oral Biology**

**Credits: 3**

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant. 3.0-0.0-3.0

Prerequisite(s)..... [AHS-113](#), [DAT-113](#), [DAT-115](#), [DAT-118](#), [DAT-121](#), and [DAT-154](#).

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**DAT-124 Expanded Functions/Specialties**

**Credits: 1**

This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants. 0.0-3.0-1.0

Prerequisite(s)..... [AHS-113](#), [DAT-113](#), [DAT-115](#), [DAT-118](#), [DAT-121](#), and [DAT-154](#).

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**DAT-127 Dental Radiology**

**Credits: 4**

This course provides the fundamental back- ground and theory for the safe and effective use of x- radiation in dentistry. It encompasses the history of x-rays, production and use of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene. 3.0-3.0-4.0

Prerequisite(s)..... [AHS-113](#), [DAT-113](#), [DAT-115](#), [DAT-118](#), [DAT-121](#), and [DAT-154](#).

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**DAT-154 Clinical Procedures I**

**Credits: 4**

This course includes preparation to assist dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the dental assistants' role in dental instrumentation.

Prerequisite(s)..... [ENG-160](#), [BIO-112](#) and admission to the EDA program.

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**DAT-164 Clinical Procedures II**

**Credits: 4**

This course introduces the instruments and chair-side procedures of the dental specialties. Students also participate in office rotations. 2.0-6.0-4.0

Prerequisite(s)..... AHS 113, DAT 105, DAT 113, DAT 115, DAT 121, and DAT 154

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**DAT-177 Dental Office Experience**

**Credits: 7**

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry. 0.0-21.0-7.0

Prerequisite(s)..... [DAT-122](#), [DAT-123](#), [DAT-124](#), [DAT-127](#) and [DAT-164](#).

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Search for...   Programs of Study   Courses

**ECD-101 Introduction to Early Childhood**

**Credits: 3**  
This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in the course. 3.0-0.0-3.0  
Prerequisite(s)..... None

**ECD-102 Growth and Development I**

**Credits: 3**  
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course. 3.0-0.0-3.0  
Prerequisite(s)..... [RDG-032](#), [ENG-032](#)

**ECD-105 Guidance-Classroom Management**

**Credits: 3**  
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, proactive approach is stressed in the course. 3.0-0.0-3.0  
Prerequisite(s)..... [RDG-032](#)

**ECD-106 Observation of Young Children**

**Credits: 3**  
This course includes a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments. Focus is on the practical and appropriate use of these skills and techniques. 2.0-3.0-3.0  
Prerequisite(s)..... [ENG-101](#)

**ECD-107 Exceptional Children**

**Credits: 3**  
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and federal legislation affecting exceptional children. 3.0-0.0-3.0  
Prerequisite(s)..... [ECD-102](#), [ENG-032](#) OR [PSY-210](#)

**ECD-108 Family and Community Relations**

**Credits: 3**  
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of

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**Numbering System  
3.0-0.0-3.0**

Following each course description, a numerical system will be displayed describing the following:

- 1st #:** Class hours per week
- 2nd #:** Lab hours per week
- 3rd #:** Credits earned for completed course

community resources and on developing appropriate communication skills. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#)

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**ECD-109 Administration and Supervision**

**Credits: 3**

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, licensing requirements, and relations among the public, staff and parents. 2.0-3.0-3.0

Prerequisite(s)..... [ECD-101](#) [ENG-032](#) and [RDG-032](#)

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**ECD-131 Language Arts**

**Credits: 3**

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading, and pre-writing skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included. 3.0-0.0-3.0

Prerequisite(s)..... [ECD-101](#), [ECD-102](#), [ENG-032](#) , AND [RDG-032](#) OR [PSY-210](#)

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**ECD-132 Creative Experiences**

**Credits: 3**

This course stresses the importance of creativity and independence in creative expression. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement, and evaluate instructional activities. 2.0-3.0-3.0

Prerequisite(s)..... [ECD-101](#), [ECD-102](#), [ENG-032](#) OR writing sample placement, and [RDG-032](#) OR acceptable placement test scores

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**ECD-133 Science and Math Concepts**

**Credits: 3**

This course includes an overview of pre- number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities using a variety of methods and materials. 2.0-3.0-3.0

Prerequisite(s)..... [ECD-101](#), [ECD-102](#), [MAT-031](#), and [ENG-032](#)

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**ECD-135 Health, Safety, and Nutrition**

**Credits: 3**

This course covers a review of health/safety practices recommended for childcare and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally appropriate activities are also studied in the course. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-031](#), [RDG-031](#)

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**ECD-138 Movement and Music for Children**

**Credits: 3**

This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. Emphasis is on the selection of materials, equipment, and related design of indoor/outdoor environment. 2.0-3.0-3.0

Prerequisite(s)..... [ECD-101](#), [ECD-102](#), AND [ENG-032](#) OR [PSY-210](#)

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**ECD-201 Principal of Ethics and Leadership in Early Care and Education**

**Credits: 3**

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society. 3.0-0.0-3.0

Prerequisite(s)..... [ECD-101](#), [ENG-101](#)

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**ECD-203 Growth and Development II**

**Credits: 3**

This course is in an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [ECD-102](#)

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**ECD-237 Methods and Materials**

**Credits: 3**

This course includes an overview of developmentally appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. 2.0-3.0-3.0

Prerequisite(s)..... [ENG-101](#), [ECD-107](#), [ECD-131](#), [ECD-132](#), [ECD-133](#) and [ECD-203](#)

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**ECD-243 Supervised Field Experience I**

**Credits: 3**

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices. 1.0-8.0-3.0

Prerequisite(s)..... [ECD-237](#)(Grade "C" or better), [ECD-105](#), [ECD-106](#), [ECD-201](#) and approval of Department Chair

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**ECD-252 Diversity Issues in Early Care and Ed**

**Credits: 3**

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socioeconomic levels. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**ECO-105 Introduction to Economic Principles**

**Credits: 3**

This course is a study of basic micro/macro economic concepts, including economic problems and decisions. Topics include the free enterprise and other economic systems. 3.0-0.0-3.0

Prerequisite(s)..... None

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**ECO-201 Economic Concepts**



**Credits: 3**

This course is a study of basic micro/macro economic concepts, including economic problems and decisions. Topics include the free enterprise and other economic systems. 3.0-0.0-3.0

Prerequisite(s)..... None

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**ECO-210 Macroeconomics**

**Credits: 3**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-032](#) and [RDG-032](#)

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**ECO-211 Microeconomics**

**Credits: 3**

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-032](#) and [RDG-032](#)

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**EEM-117 Ac/Dc Circuits I**

**Credits: 4**

This course is a study of direct and alternating current and voltage in resistors, capacitors and inductors. Series, parallel, and complex circuits are covered. Circuits are constructed and tested. 3.0-3.0-4.0

Prerequisite(s)..... [RDG-032](#), [MAT-032](#) Corequisite [MAT-101](#) if not taken already

Corequisite(s)..... [MAT-101](#)

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**EEM-145 Control Circuits**

**Credits: 3**

This course covers the principles and applications of component circuits and methods of motor control. 2.0-3.0-3.0

Prerequisite(s)..... [MAT-032](#) and [RDG-032](#) or acceptable placement scores in math and reading

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**EEM-162 Process Control**

**Credits: 3**

This course is an introduction to control systems theory and process control characteristics. 2.0-3.0-3.0

Prerequisite(s)..... [EEM-201](#)

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**EEM-166 Commercial/Industrial Wiring**

**Credits: 4**

This course is a study of wiring methods and practice in commercial and industrial applications. The installation of miscellaneous raceway, conductor, and cable systems with relative mechanical fittings and electrical devices. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#) or acceptable placement scores

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**EEM-201 Electronic Devices I**

**Credits: 3**

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications. 2.0-3.0-4.0

Prerequisite(s)..... [MAT-102](#) and [RDG-032](#) OR [MAT-155](#) and [RDG-032](#)

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**EEM-215 DC/AC Machines**

**Credits: 3**

This course is a study of applications, operations, and construction of DC and AC machines. Generators, motors, and transformers are examined as energy converting power devices. 2.0-3.0-3.0

Prerequisite(s)..... [MAT-102](#) OR [MAT-115](#) AND [EEM-201](#) OR [EET-114](#)

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**EEM-221 Dc/Ac Drives**

**Credits: 3**

This course covers the principles of operation and application of DC drives and AC drives. 2.0-3.0-3.0

Prerequisite(s)..... [EEM-145](#), [EEM-215](#), and [EEM-251](#)

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**EEM-231 Digital Circuits I**

**Credits: 3**

This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices. Students will predict and verify output logic based on input conditions. 2.0-3.0-3.0

Prerequisite(s)..... None

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**EEM-251 Programmable Controllers**

**Credits: 3**

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. Programs are designed and tested in response to problem solving. 2.0-3.0-3.0

Prerequisite(s)..... [EET-140](#)

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**EEM-275 Technical Troubleshooting**

**Credits: 3**

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied. 2.0-3.0-3.0

Prerequisite(s)..... [EEM-145](#), [EEM-215](#), [EEM-251](#), [IMT-126](#)

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**EET-113 Electrical Circuits I**

**Credits: 4**

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchoff's Law, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-102](#) or equivalent high school algebra course.

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**EET-114 Electrical Circuits II**

**Credits: 4**

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-110](#) and [EET-113](#); [MAT-111](#) as a corequisite of this course.

Corequisite(s)..... [MAT-111](#)

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**EET-130 Network Devices**

**Credits: 3**

This course studies semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested. 2.0-3.0-3.0

Prerequisite(s)..... [EET-113](#)

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**EET-140 Digital Electronics**

**Credits: 3**

This course is a study of the fundamentals of logic theory and circuits. Circuits and analyzed mathematically and tested using simulation software and electronic instruments. 2.0-3.0-3.0

Prerequisite(s)..... [MAT-101](#)

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**EET-141 Electronic Circuits**

**Credits: 4**

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and trouble- shooting. 3.0-3.0-4.0

Prerequisite(s)..... [EET-140](#)

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**EET-227 Electrical Machinery**

**Credits: 3**

This course is a study of AC and DC electromechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments. 2.0-3.0-3.0

Prerequisite(s)..... [EET-114](#)

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**EET-231 Industrial Electronics**

**Credits: 4**

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested. 3.0-3.0-4.0

Prerequisite(s)..... [EET-131](#) OR [EET-141](#) OR [EEM-201](#)

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**EET-235 Programmable Controllers**

**Credits: 3**

This course is a study of relay logic, ladder diagrams, theory of operations and applications. Loading ladder diagrams, debugging and troubleshooting techniques are applied to programmable controllers. 2.0-3.0-3.0

Prerequisite(s)..... [EET-140](#)

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**EET-241 Electronic Communications**

**Credits: 4**

This course is a study of the theory of transmitters and receivers, with an emphasis on receivers, mixers, IF amplifiers, and detectors. Some basic FCC rules and regulations are also covered. In addition modulation technique, wave theory, antennas, and transmission lines. The mathematical analysis of these topics is emphasized. The course also prepares students for FCC and Certified Electronics Technicians tests. 3.0-3.0-4.0

Prerequisite(s)..... [EET-140](#)

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**EET-251 Microprocessor Fundamentals**

**Credits: 4**

This course is study of binary numbers, microprocessor operation, architecture, instruction sets, and interfacing with operating systems, and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-102](#), [EET-140](#)

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**EGR-104 Engineering Technology Foundations**

**Credits: 3**

This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course. 2.0-3.0-3.0

Prerequisite(s)..... [MAT-102](#), [RDG-032](#), [ENG-032](#) OR acceptable placement scores

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**EGR-105 Safety in Workplace**

**Credits: 1**

This course is a survey of safety regulations and personal safety. Emphasis is placed on industrial settings but will include general safety considerations such as eye protection, ergonomics, falls, general electrical hazards, bloodborne pathogens, MSDS, and OSHA requirements. 1.0-0.0-1.0

Prerequisite(s)..... [ENG-031](#), [MAT-031](#) and [RDG-031](#)

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**EGR-130 Engineering Technical Applications & Programming**

**Credits: 3**

This course covers the development and use of computer programs to solve engineering technology problems. 2.0-3.0-3.0

Prerequisite(s)..... [MAT-102](#) or have completed high school algebra

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**EGR-245 Principles of Parametric Cad**

**Credits: 3**

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

Prerequisite(s)..... None

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**EGR-255 Engineering Technology Senior Systems Project**

**Credits: 2**

This course includes an instructor approved project which is designed, specified, constructed and

tested. 0.0-6.0-2.0

Prerequisite(s)..... [EET-130](#), [EET-141](#), [EET-235](#), [MAT-111](#) AND [EEM-251](#) OR [EET-251](#)

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**EGR-280 Chemical Process Operations**

**Credits: 3**

This course is a study of chemical process principles. Topics include material and energy balances in the chemical industry, including reactive and non-reactive systems. Properties of gases, liquids and solids are also emphasized. 2.0-3.0-3.0

Prerequisite(s)..... [CHM-110](#), [MAT-110](#)

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**EGT-105 Basic Civil Drafting**

**Credits: 2**

This course covers the application of drawing techniques to structures, map topography, and other civil applications. 2.0-0.0-2.0

Prerequisite(s)..... None

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**EGT-110 Engineering Graphics I**

**Credits: 4**

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings. Topics covered include sketching, geometric construction, orthographic drawing, sections, shop processes, and dimensioning. 2.0-6.0-4.0

Prerequisite(s)..... [RDG-031](#) or acceptable placement scores; Corequisite: [EGT-152](#)

Corequisite(s)..... [EGT-152](#)

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**EGT-115 Engineering Graphics II**

**Credits: 4**

This course in engineering graphics science includes additional drawing techniques for industrial applications. 2.0-6.0-4.0

Prerequisite(s)..... [EGT-110](#) OR Both [EGT-102](#) and [EGT-109](#)

Corequisite(s)..... [EGT-155](#)

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**EGT-117 Welding Print Principles**

**Credits: 2**

This course covers welding symbols and their application to pipe fabrication. 2.0-0.0-2.0

Prerequisite(s)..... [EGT-123](#)

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**EGT-123 Industrial Print Reading**

**Credits: 2**

This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included. 2.0-0.0-2.0

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#) or acceptable placement test scores

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**EGT-130 Geometric Dimensioning & Tolerancing Aps**

**Credits: 3**

This course covers interpreting, calculating tolerancing, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-102](#) and [EGT-110](#) OR both [EGT-102](#) and [EGT-109](#)

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**EGT-150 Basic Cad**

**Credits: 2**

This course covers the basics of computer aided drafting, including hardware, software systems and operating systems and development of skills for creating and plotting simple technical drawings. 1.0-3.0-2.0

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#) or acceptable placement test scores

Corequisite(s)..... [EGT-110](#)

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**EGT-151 Introduction to CAD**

**Credits: 3**

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. This is an introductory course in Intergraph (Microstation). 2.0-3.0-3.0

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#) or acceptable placement test scores

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**EGT-152 Fundamentals of CAD**

**Credits: 3**

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. The student will interact with the computer terminal, digitizer, and plotter to produce engineering drawings. This is an introductory course to AutoCAD. 2.0-3.0-3.0

Prerequisite(s)..... [MAT-101](#) or have completed high school algebra and [RDG-032](#) or acceptable reading placement test score

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**EGT-215 Mechanical Drawing Applications**

**Credits: 4**

This advanced drawing course covers industrial applications. 3.0-3.0-4.0

Prerequisite(s)..... [EGT-110](#) AND [EGT-150](#) OR [EGT-152](#)

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**EGT-220 Structural and Piping Applications**

**Credits: 4**

This advanced drawing course covers structural steel and process piping applications. 3.0-3.0-4.0

Prerequisite(s)..... [EGT-110](#) AND [EGT-150](#) OR [EGT-152](#)

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**EGT-225 Architect Drawing Applications**

**Credits: 4**

This is an advanced drawing course for architectural applications. 3.0-3.0-4.0

Prerequisite(s)..... [EGT-110](#) AND [EGT-150](#) OR [EGT-152](#) AND [MTT-145](#)

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**EGT-245 Principles of Parametric Cad**



**Credits: 3**

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software. 2.0-3.0-3.0

Prerequisite(s)..... [EGT-110](#) AND [EGT-150](#) OR [EGT-152](#)

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**EGT-281 Prototype Modeling**

**Credits: 3**

This course provides hands-on model making using a variety of tools and materials. 2.0-3.0-3.0

Prerequisite(s)..... [EGT-110](#) and [EGT-150](#) OR [EGT-152](#) and [MTT-145](#)

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**EMS-110 Basic Emergency Medical Care**

**Credits: 5**

This is an introductory course to the health care system and the function, role, and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury. 4.0-3.0-5.0

Prerequisite(s)..... None

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**EMS-111 Intermediate Emergency Care**

**Credits: 5**

This course is a study of the concepts and skills related to general patient assessment, initial management of life threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome, and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication, and rescue. 4.0-3.0-5.0

Prerequisite(s)..... [EMS-110](#)

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**EMS-119 Emergency Medical Services Operations**

**Credits: 2**

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction. 1.0-3.0-2.0

Prerequisite(s)..... [EMS-220](#)

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**EMS-120 Pharmacology**

**Credits: 3**

This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected drug action is also included in the course. 3.0-0.0-3.0

Prerequisite(s)..... [EMS-110](#)

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**EMS-151 Paramedic Clinical I**

**Credits: 2**

This course provides an introduction to hospital care in an emergency and trauma setting. Emphasis is placed on care for adult, obstetrical, pediatric and behavioral patients. 0.0-6.0-2.0

Prerequisite(s)..... None

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**EMS-210 Advanced Emergency Medical Care I**

**Credits: 5**

This course is a study of concepts related to EMS communications, trauma, obstetric/ gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous system, GI/GU systems, anaphylaxis, toxicological emergencies, drug abuse, infectious diseases, geriatric and pediatric patients, and environmentally related emergencies. 3.0-6.0-5.0

Prerequisite(s)..... [BIO-112](#) [EMS-115](#), [EMS-116](#) [EMS-120](#) [EMS-220](#).

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**EMS-212 Ems Field Internship**

**Credits: 2**

This course includes experiences with advanced life support emergency medical services. 0.0-6.0-2.0

Prerequisite(s)..... None

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**EMS-213 Advanced Emergency Medical Care II**

**Credits: 4**

This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system, and the endocrine system. Concepts related to the classification, therapeutic actions, and side effects of common chemotherapeutic agents are emphasized. 2.0-6.0-4.0

Prerequisite(s)..... None

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**EMS-217 Introduction to Electrocardiography**

**Credits: 2**

This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment. 1.0-3.0-2.0

Prerequisite(s)..... None

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**EMS-220 Paramedic Internship I**

**Credits: 3**

This course includes experiences with advanced life support emergency medical service providers. 2.0-3.0-3.0

Prerequisite(s)..... None

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**EMS-221 Paramedic Internship II**

**Credits: 3**

This course builds on the experiences gained in Paramedic Internship I. Focus is on the student and their ability to apply knowledge gained in the classroom during an emergency situation while treating a wide variety of patients in different situations. 2.0-3.0-3.0

Prerequisite(s)..... None

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**EMS-222 Paramedic Internship III**

**Credits: 3**

This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student's ability to function as the EMS team leader and direct patient care in any emergency situation. 0.0-9.0-3.0

Prerequisite(s)..... [EMS-210](#), [EMS-214](#), [EMS-221](#)

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**EMS-223 Paramedic Clinical I**

**Credits: 2**

This course includes hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery, and pediatric centers. 1.0-3.0-2.0

Prerequisite(s)..... [EMS-220](#)

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**EMS-224 Paramedic Clinical II**

**Credits: 2**

This course builds on skills gained in Paramedic Clinical I and includes continued hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery and pediatric centers. The student is expected to become proficient in medication administration, iv initiation and patient assessment of all age groups. 1.0-3.0-2.0

Prerequisite(s)..... [EMS-223](#)

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**EMS-231 Paramedic Clinical II**

**Credits: 2**

This course provides application of the knowledge and skills learned in the classroom to patients in the emergency department setting and in other appropriate clinical facilities. 0.0-6.0-2.0

Prerequisite(s)..... None

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**EMS-232 Paramedic Internship I**

**Credits: 2**

This course provides application of the knowledge and skills learned in the classroom using the team approach to emergency medical patients in the pre-hospital environment. 0.0-3.0-2.0

Prerequisite(s)..... None

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**EMS-241 Paramedic Clinical III**

**Credits: 2**

This course is an advanced clinical experience and provides an overview of holistic patient care from the point of entry into the emergency department until patient discharge. 0.0-6.0-2.0

Prerequisite(s)..... None

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**EMS-242 Paramedic Internship II**

**Credits: 2**

This course provides hands-on experience for initial patient care in the pre-hospital environment and focuses on the ability to assess, care for and transport medical and trauma patients. 0.0-6.0-2.0

Prerequisite(s)..... None

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**EMS-271 Advanced Emergency Operations**

**Credits: 4**

This course introduces the concepts of EMS procedures including vehicle operations, hazardous materials response, and interaction with larger teams of emergency responders. 3.0-3.0-4.0

Prerequisite(s)..... [EMS-110](#)

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**ENG-031 Developmental English**

**Credits: 3**

Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion. 3.0-0.0-3.0

Prerequisite(s)..... None

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**ENG-032 Developmental English**

**Credits: 3**

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations. The primary composition for this course is the five-paragraph essay. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-031](#) or acceptable placement score

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**ENG-101 English Composition I**

**Credits: 3**

This is a college transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#) or writing sample placement and [RDG-032](#) or acceptable placement test score

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**ENG-102 English Composition II**

**Credits: 3**

This is a college transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. Assignments will include critical thinking exercises, a research paper, and the study of a selected novel. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#) with a grade of "C" or higher

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**ENG-160 Technical Communications**

**Credits: 3**

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. Both oral and written communication essential to job effectiveness and professionalism are emphasized. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#) or writing sample placement and [RDG-032](#) or acceptable placement score

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**ENG-201 American Literature I**

**Credits: 3**

This course is a study of American Literature from the colonial period to the civil war. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#)

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**ENG-202 American Literature II**

**Credits: 3**

This course is a study of American Literature from the civil war to the present. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#)

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**ENG-205 English Literature I**

**Credits: 3**

This is a college transfer course in which the following topics are presented: the study of English literature from the old English period to the romantic period with emphasis on major writers and periods. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#)

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**ENG-206 English Literature II**

**Credits: 3**

This is a college transfer course in which the following topics are presented: the study of English literature from the romantic period to the present with emphasis on major writers and periods. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#)

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**ENG-207 Literature for Children**

**Credits: 3**

This course provides an introduction to children's literature in America through an examination of picture books & novels that depict Americans of various backgrounds and experiences. It focuses on defining quality in children's book writing & illustration, and assessing concerns in the field. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#)

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**ENG-208 World Literature I**

**Credits: 3**

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. It includes literary analysis and research. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#)

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**ENG-209 World Literature II**

**Credits: 3**

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#)

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**ENG-236 African American Literature**

**Credits: 3**

This course is a critical study of African- American literature examined from historical, social, and psychological perspectives. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#)

**ENG-260 Advanced Technical Communication**

**Credits: 3**

This course develops skills in research techniques and increases proficiency in technical communications. 3.0-0.0-3.0

Prerequisite(s)..... [RPT-113](#) and [ENG-160](#) or [ENG-101](#) and [SPC-205](#).

Corequisite(s)..... [RPT-253](#)

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Search for...   Programs of Study   Courses

**FST-102 Firefighter 1- Basic**

**Credits: 3**

This course is the study of the initial National Fire Protection Association 1001 standards. Topics include firefighter safety, personal protective equipment, communications, firefighter survival, fire behavior, fire service organization, hazardous materials, and command and control.

Prerequisite(s)..... None

**FST-105 Occupational Safety & Health for Emergency Services**

**Credits: 3**

This course covers safety and health challenges for the responder, including NFPA 1710, Standard for Fire Department Deployment, and OSHA's clarification of Two-in-Two-Out procedures. This course prepares the student to apply OSHA regulations to real life events.

Prerequisite(s)..... None

**FST-107 Fire Investigation I**

**Credits: 3**

This course provides the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes.

Prerequisite(s)..... None

**GEO-101 Introduction to Geography**

**Credits: 3**

This course is an introduction to the principles and methods of geographic inquiry. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

**GEO-102 World Geography**

**Credits: 3**

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

**HIM-110 Health Information Science I**

**Credits: 3**

This course provides an in-depth study of the content, retrieval, control and retention of health information systems. 3.0-0.0-3.0

Prerequisite(s)..... None

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**HIM-130 Billing & Reimbursements**

**Credits: 3**

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid. 3.0-0.0-3.0

Prerequisite(s)..... [HIM-225](#)

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**HIM-135 Medical Pathology**

**Credits: 3**

This course is a study of disease processes, general classification of disease including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment including surgical and/or chemical interventions, and terminology. 3.0-0.0-3.0

Prerequisite(s)..... [BIO-112](#)

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**HIM-137 Pharmacology for Coders**

**Credits: 1**

This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues. 1.0-0.0-1.0

Prerequisite(s)..... None

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**HIM-140 Current Procedural Terminology I**

**Credits: 3**

This course provides a basic study of the CPT and HCPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided. 2.0-3.0-3.0

Prerequisite(s)..... [HIM-216](#)

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**HIM-150 Coding Practicum I**

**Credits: 3**

This course provides clinical practice in the application of basic coding and classification system guidance in selected health care facilities. 0.0-9.0-3.0

Prerequisite(s)..... [HIM-140](#), [HIM-225](#)

Corequisite(s)..... [HIM-227](#)

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**HIM-216 Coding & Classifications I**

**Credits: 3**

This course includes a study of disease, procedural coding and classification systems. 2.0-3.0-3.0

Prerequisite(s)..... None

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**HIM-225 Coding & Classifications II**

**Credits: 3**

This course provides a study of advanced coding and classification systems. 2.0-3.0-3.0

Prerequisite(s)..... [HIM-216](#)

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**HIM-227 Senior Professional Competencies**

**Credits: 3**

This capstone course is designated to promote interactive discussion related to the HIM profession to include career issues and opportunities. The course includes specific projects and capstone competencies in a mock testing environment. 3.0-0.0-3.0

Prerequisite(s)..... None

Corequisite(s)..... [HIM-150](#)

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**HIS-101 Western Civilization to 1689**

**Credits: 3**

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**HIS-102 Western Civilization: Post 1689**

**Credits: 3**

This course is a survey of western civilization from 1689 to the present, including the major political, social, economic, and intellectual factors which shape the modern western world. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**HIS-201 American History: Discovery to 1877**

**Credits: 3**

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**HIS-202 American History: 1877 to Present**

**Credits: 3**

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**HIS-235 American Military History**

**Credits: 3**

This course explores the development of the American military from the 1600s through the Vietnam War. Study focuses on the military's actions during conflicts with other nations, its relation to society, and its role in the evolution of the American nation. 3.0-0.0-3.0

Prerequisite(s)..... [HIS-201](#) or [HIS-202](#)

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Search for...   Programs of Study   Courses

**IDS-101 Human Thought and Learning**

**Credits: 3**

This course explores the principles, methods, and application of human thought and learning, including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#) or [ENG-160](#)

**IDS-156 Personal Customer Service Skills**

**Credits: 1**

This course takes an in-depth look at the application and implementation of personal communication skills essential to managing successful customer service relations.

Prerequisite(s)..... [RDG-032](#), [MAT-032](#)

**IDS-201 Leadership Development**

**Credits: 3**

This course focuses on the development of leadership, including philosophy, morals/ethics, and individual ability/style. It is designed to increase students understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#) or [ENG-160](#)

**IMT-113 Power Tools Operations**

**Credits: 2**

This course covers the use of power tools and their applications in industrial and service areas. 1.0-3.0-2.0

Prerequisite(s)..... [MAT-031](#), [RDG-031](#); OR acceptable placement scores

**IMT-121 Drive Systems**

**Credits: 2**

This course covers drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power. 1.0-3.0-2.0

Prerequisite(s)..... [MAT-032](#), [RDG-032](#); OR acceptable placement scores

**IMT-122 Couplings**

**Credits: 2**

This course covers methods used to install various types of couplings, both flexible and rigid, used to transmit energy. 1.0-3.0-2.0

Prerequisite(s)..... [IMT-121](#), [MAT-031](#), [RDG-031](#); OR acceptable placement scores.

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**IMT-126 Introduction to Mechanical Installation**

**Credits: 2**

This course includes and introduction to the skills required for rigging, installing, and repairing machinery. 1.0-3.0-2.0

Prerequisite(s)..... [IMT-113](#), [IMT-121](#), [IMT-122](#), [IMT-151](#)

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**IMT-131 Hydraulics and Pneumatics**

**Credits: 4**

This course covers the basic technology and principles of hydraulics and pneumatics. Upon completion of this course, the student should understand basic terminology, symbols, and principles and be able to maintain a basic fluid power system. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-101](#), [RDG-032](#); OR acceptable placement scores in math and reading

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**IMT-151 Piping Systems**

**Credits: 3**

This course covers plumbing and piping systems used in industrial, commercial, and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. The student learns to thread pipe, solder/flare copper tubing, and make up plastic pipe joints. 2.0-3.0-3.0

Prerequisite(s)..... [MAT-031](#), [RDG-031](#); OR acceptable placement scores in math and reading

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**IMT-219 Maintenance Welding**

**Credits: 3**

This course is designed to teach students the principles of basic welding safety, SMAW equipment and setup, electrodes and selection. 2.0-3.0-3.0

Prerequisite(s)..... [WLD-108](#), [WLD-130](#), [EGT-123](#)

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**IST-201 Cisco Internetworking Concepts**

**Credits: 3**

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing and network standards. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#); OR acceptable placement scores

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**IST-202 Cisco Router Configuration**

**Credits: 3**

This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function. 2.0-3.0-3.0

Prerequisite(s)..... [IST-201](#)

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**IST-203 Advanced Cisco Router Configuration**

**Credits: 3**

This course is a study of configuring Cisco Routers. Topics include LAN Switching, VLANs, LAN design, IGRP, Access Lists, Novell IP, and the use of numerous case studies. 2.0-3.0-3.0

Prerequisite(s)..... [IST-202](#)

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### **IST-204 Cisco Troubleshooting**

**Credits: 3**

This course is a study troubleshooting network problems. Topics include WAN, WAN design, PPP, ISDN, Frame Relay and the use of numerous case studies. 2.0-3.0-3.0

Prerequisite(s)..... [IST-202](#)

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### **IST-215 Health Information Networking**

**Credits: 3**

This course studies the application of information technology principles in a health care environment. Topics include electronic health records, medical group LANs and WANs, and effective security and support strategies for medical group networks. 2.0-3.0-3.0

Prerequisite(s)..... [IST-204](#)

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### **IST-220 Data Communications**

**Credits: 3**

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. This course is specific to the Associate in Applied Science: Major in Network Systems Management degree. 2.0-3.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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### **IST-238 Advanced Tools for Website Design**

**Credits: 3**

This course is a study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-162](#)

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### **IST-241 Network Architecture I**

**Credits: 3**

This course is a study of how computer architecture relates to the interconnecting of various network components, the environment in which applications processes execute, and the overall plan defining services to be provided in a distributed environment. This course is specific to the Associate in Applied Science: Major in Network Systems Management degree and is equivalent to Network+ Certification. 2.0-3.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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### **IST-246 Integrated Digital Network**

**Credits: 3**

This course discusses the characteristics and operation of packet switching and networking technologies such as ISDN, Frame Relay, and ATM. The course includes fundamental Wide Area Networking technology. This course covers the theoretical and practical aspects of creating an Active Directory network, including various Active Directory components such as IntelliMirror, DNS, disk imaging, replication and troubleshooting. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-257](#) OR [IST-201](#)

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**IST-261 Advanced Network Administration**

**Credits: 3**

This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management, and security, NDS management, and server optimization. 2.0-3.0-3.0

Prerequisite(s)..... [IST-204](#) OR [IST-246](#)

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**IST-263 Designing Windows Network Security**

**Credits: 3**

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPsec, and Certificate servers. This course is specific to the Associate in Applied Science: Major in NetworkSystems Management degree and is equivalent to Server+ Certification. 2.0-3.0-3.0

Prerequisite(s)..... [IST-241](#)

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**IST-265 Designing a Windows Directory Services**

**Credits: 3**

This course is a study of directory services infrastructure design including design of a domain structure, tree and forest structures, organizational unit structure and other related topics. This course is specific to the Associate in Applied Science: Major in NetworkSystems Management degree. 2.0-3.0-3.0

Prerequisite(s)..... [IST-241](#)

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**IST-281 Presentation Graphics**

**Credits: 3**

This course covers the state-of-the-art presentation graphics software packages. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#), [ENG-032](#)

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**IST-290 Spec Topics in Info Sci**

**Credits: 3**

This course covers special topics in information sciences technologies. This course is specific to the Associate in Applied Science: Major in NetworkSystems Management degree. 2.0-3.0-3.0

Prerequisite(s)..... [RDG-032](#), [ENG-032](#)

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**IST-291 Fundamentals of Network Security I**

**Credits: 3**

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security. This course prepares students to manage network security. This course is applicable to the Associate in Applied Science: Major in Computer Technology and the Associate in Applied Science: Major in Network Systems Management degree; it is equivalent to Security+ Certification. 2.0-3.0-3.0

Prerequisite(s)..... [CPT-257](#), [IST-201](#)

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**IST-292 Fundamentals of Network Security II**

**Credits: 3**

This course is the study of advanced security processes based on a security policy, emphasizing

hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls. This course prepares students to install/configure secure firewalls. This course is specific to the Associate in Applied Science: Major in Network Systems Management degree and is equivalent to CCNA Security Certification. 2.0-3.0-3.0

Prerequisite(s)..... [IST-204](#)

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**IST-295 Fundamentals of Voice Over Ip**

**Credits: 3**

This course is an introduction to features of Voice over IP protocols, including VOIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service (QOS) and troubleshooting and configuration of VOIP networks. This course is specific to the Associate in Applied Science: Major in Network Systems Management degree. 2.0-3.0-3.0

Prerequisite(s)..... [IST-202](#)

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Search for...   Programs of Study   Courses

**MAT-011 Dev Mathematics Basics Workshop**

**Credits: 1**  
This course provides support for mastery of MAT-031 competencies (e.g., may include but is not limited to laboratory work, computerized instruction, and/or projects). 0.0-3.0-1.0

Prerequisite(s)..... None

Corequisite(s)..... [MAT-031](#)

**MAT-012 Dev Math Basics Workshop**

**Credits: 1**  
This course provides support for mastery of MAT- 032 competencies (e.g. may include, but is not limited to, laboratory work, computerized instruction and/or projects). 0.0-3.0-1.0

Prerequisite(s)..... None

Corequisite(s)..... [MAT-032](#)

**MAT-031 Developmental Mathematics**

**Credits: 3**  
Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized. 3.0-3.0-3.0

Prerequisite(s)..... None

**MAT-032 Developmental Mathematics**

**Credits: 3**  
Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-031](#) or acceptable placement score

**MAT-101 Beginning Algebra**

**Credits: 3**  
This course includes the study of rational numbers and their applications, operations with algebraic expression, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. 2.0-3.0-3.0

Prerequisite(s)..... [MAT-032](#) or acceptable placement score

**MAT-102 Intermediate Algebra**

**Credits: 3**  
This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. 2.0-3.0-3.0

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Prerequisite(s)..... [MAT-101](#) or acceptable placement score

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**MAT-110 College Algebra**

**Credits: 3**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. A graphing calculator is required for this course. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-102](#) with a grade of "C" or higher, or acceptable placement score

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**MAT-111 College Trigonometry**

**Credits: 3**

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. Graphing calculator is required. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-110](#) with a grade of "C" or higher, or acceptable placement score

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**MAT-120 Probability & Statistics**

**Credits: 3**

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypotheses for large and small samples; types I and II errors; linear regression; and correlation. Graphing calculator is required. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-102](#) with a grade of "C" or higher, or acceptable placement score

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**MAT-122 Finite College Mathematics**

**Credits: 3**

This course includes the following topics: logic; sets; Venn Diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks. Graphing calculator is required. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-110](#) with a grade of "C" or higher, or acceptable placement score

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**MAT-130 Elementary Calculus**

**Credits: 3**

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-110](#) with a grade of "C" or higher, or acceptable placement score

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**MAT-140 Analytical Geometry & Calculus I**

**Credits: 4**

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. Graphing calculator is required. 4.0-0.0-4.0

Prerequisite(s)..... [MAT-111](#) with a grade of "C" or higher, or acceptable placement score

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**MAT-141 Analytical Geometry & Calculus II**

**Credits: 4**

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. Graphing calculator is required. 4.0-0.0-4.0

Prerequisite(s)..... [MAT-140](#)

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**MAT-155 Contemporary Mathematics**

**Credits: 3**

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-101](#) or acceptable placement score

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**MAT-160 Math for Business & Finance**

**Credits: 3**

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. 3.0-0.0-3.0

Prerequisite(s)..... None

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**MAT-240 Analytical Geometry & Calculus III**

**Credits: 4**

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and stokes' and green's theorems. 4.0-0.0-4.0

Prerequisite(s)..... [MAT-141](#)

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**MAT-250 Elementary Mathematics**

**Credits: 3**

This course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theroy. Note: Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education Program at a comprehensive four-year college or university. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-102](#) with a grade of "C" or higher, or acceptable placement score

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**MAT-251 Elementary Mathematics II**

**Credits: 3**

This course provides students with an understanding of informal geometry and basic concepts of algebra. Note: Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-110](#) OR [MAT-250](#)

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**MED-103 Medical Assisting Introduction**

**Credits: 3**

This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#) and approval of Program Coordinator.

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**MED-105 Medical Office Skills I**

**Credits: 5**

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use. 4.0-3.0-5.0

Prerequisite(s)..... [MED-103](#), and either [CPT-101](#) or [AOT-105](#) or approval of Program Coordinator

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**MED-107 Medical Office Management**

**Credits: 4**

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management. 4.0-0.0-4.0

Prerequisite(s)..... [MED-103](#), AND [MAT-160](#) or [MAT-101](#)

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**MED-112 Medical Assisting Pharmacology**

**Credits: 2**

This course provides a study of principles of pharmacology, drug therapy, and the administration of medication. 1.0-3.0-2.0

Prerequisite(s)..... None

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**MED-114 Medical Assisting Clinical Procedures**

**Credits: 4**

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. 3.0-3.0-4.0

Prerequisite(s)..... None

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**MED-156 Clinical Experience**

**Credits: 6**

This course provides direct experience in a physician's office or other selected medical facilities. 1.0-15.0-6.0

Prerequisite(s)..... [MED-105](#), [MED-107](#), [MED-114](#)

Corequisite(s)..... [MED-112](#), [AHS-105](#)

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**MGT-101 Principles of Management**

**Credits: 3**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-031](#) [RDG-032](#)

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**MGT-120 Small Business Management**

**Credits: 3**

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business. 3.0-0.0-3.0

Prerequisite(s)..... [MGT-101](#) or approval of Department Chair

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**MGT-150 Fundamentals of Supervision**

**Credits: 3**

This course is a study of supervising principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. 3.0-0.0-3.0

Prerequisite(s)..... [MGT-101](#)

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**MGT-201 Human Resources Management**

**Credits: 3**

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary, and benefit administration. 3.0-0.0-3.0

Prerequisite(s)..... [MGT-101](#)

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**MGT-270 Managerial Communications**

**Credits: 3**

This course is a study of the skills used to create a climate for effective communication in the decision making and problem solving process. This is the capstone course for the Accounting, Marketing and Management associate degree programs. 3.0-0.0-3.0

Prerequisite(s)..... [BUS-225](#) AND [SPC-205](#) OR [SPC-209](#)

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**MKT-101 Marketing**

**Credits: 3**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and distribution. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-031](#) [RDG-032](#)

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**MKT-110 Retailing**

**Credits: 3**

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. 3.0-0.0-3.0

Prerequisite(s)..... [MKT-101](#)

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**MKT-120 Sales Principles**

**Credits: 3**

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills. 3.0-0.0-3.0

Prerequisite(s)..... [MKT-101](#)

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**MKT-140 E-Marketing**

**Credits: 3**

This course is a study of electronic marketing. In addition to traditional marketing topics, special emphasis will be placed on internet marketing fundamentals, strategies, and trends as well as the usage of specific internet tools such as email campaigns, social media, search and mobile marketing. 2.0-3.0-3.0

Prerequisite(s)..... [MKT-101](#) and [CPT-101](#)

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**MKT-240 Advertising**

**Credits: 3**

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising. 2.0-3.0-3.0

Prerequisite(s)..... [MKT-101](#)

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**MTT-111 Machine Tool Theory & Practice I**

**Credits: 5**

This course is an introduction to the basic operation of machine shop equipment. 3.0-6.0-5.0

Prerequisite(s)..... [MAT-101](#), [RDG-032](#); OR acceptable placement scores

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**MTT-112 Machine Tool Theory & Practice II**

**Credits: 5**

This course is a combination of the basic theory and operation of machine shop equipment. 3.0-6.0-5.0

Prerequisite(s)..... [MTT-111](#) or approval of Department Chair

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**MTT-123 Machine Tool Theory II**

**Credits: 3**

This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. 2.0-3.0-3.0

Prerequisite(s)..... [IMT-113](#), [EGR-105](#), [RDG-031](#), [MAT-032](#) or acceptable placement scores

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**MTT-143 Precision Measurements**

**Credits: 2**

This course is a study of precision measuring instruments. Instruments related to the machine tool industry will be demonstrated along with hands-on use by the student to obtain accurate readings.1.0-3.0-2.0

Prerequisite(s)..... [MAT-101](#), [RDG-031](#)

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**MTT-145 Machining of Metals**

**Credits: 3**

This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds/and depths of cut, and finish requirements. 2.0-3.0-3.0

Prerequisite(s)..... [IMT-113](#), [EGR-105](#), [RDG-031](#), [MAT-032](#)

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**MTT-171 Industrial Quality Control**

**Credits: 2**

This course covers the methods and procedures of quality control. 2.0-0.0-2.0

Prerequisite(s)..... None

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**MTT-247 Plastic Moldmaking II**

**Credits: 3**

This course is an advanced study of moldmaking and plastics. 2.0-3.0-3.0

Prerequisite(s)..... None

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**MTT-250 Principles of CNC**

**Credits: 3**

This course is an introduction to the coding used in CNC programming. The Cartesian Coordinate System, along with machine coordinates, will also be taught. The program Master CAM will be used. 2.0-3.0-3.0

Prerequisite(s)..... [MTT-111](#); AND [MAT-102](#) or [MAT-155](#) or approval of program coordinator

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**MTT-254 CNC Programming I**

**Credits: 3**

This course is a study of CNC programming, including machine language and computer-aided programming. 2.0-3.0-3.0

Prerequisite(s)..... [MTT-250](#)

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**MTT-255 CNC Programming II**

**Credits: 3**

This course includes CNC programming with simulated production conditions. The course will be taught using the latest version of Master CAM software. 2.0-3.0-3.0

Prerequisite(s)..... [MTT-254](#)

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**MTT-256 Cnc Programming III**

**Credits: 3**

This course is a study of advanced CNC programming methods using multi-axis machining centers. 2.0-3.0-3.0

Prerequisite(s)..... None

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**MTT-290 Selected Topics in Machine**

**Credits: 3**

This course is a study of current topics related to machine tool technology. 3.0-0.0-3.0

Prerequisite(s)..... None

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**MUS-105 Music Appreciation**

**Credits: 3**

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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Search for...   Programs of Study   Courses

**NET-105 Reactor Components and Systems**

**Credits: 3**  
This course reviews nuclear power plant (NPP) operations, components and systems. Topics covered include reactor types, heat transfer/fluid flow, chemistry, properties of reactor plant materials and reactor plant protection and safety. 3.0-0.0-3.0

Prerequisite(s)..... [MAT-102](#)

**NET-130 Radiological Protection**

**Credits: 3**  
This course is a study of basic radiological protection principles. Topics include detectors, basic nuclear instrumentation, portable survey equipment and related topics in radiation protection protocols. 2.0-3.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#), [MAT-101](#)

**NET-237 Nuclear Safety**

**Credits: 2**  
This course explains the basic concepts related to nuclear protection, accident analysis, transient prevention and mitigation of damage and accident management. Topics provide a summary of basic information about major industry operating experience and accident case studies. 2.0-0.0-2.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

**NQS-101 Introduction to Nuclear Quality Systems**

**Credits: 3**  
This course studies the basic principles of a quality program in the nuclear industry. Topics include an introduction to quality assurance and control, organizational independence, and the general roles and responsibilities of associated personnel. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#), [MAT-032](#)

**NQS-105 Nuclear Quality Standards and Specificat Specification**

**Credits: 3**  
This course is s survey of codes, standards, and specifications typical of the nuclear industry. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#), [MAT-032](#)

**NQS-110 Introduction to Nuclear Quality Control**

**Credits: 3**  
This course addresses the basic application of a quality control inspection program in a nuclear industry setting. Topics include a study of qualification requirements, responsibilities and authority, document control and records, corrective actions and the control of nonconforming items. 2.0-3.0-3.0

Prerequisite(s)..... [NQS-101](#), [NQS-105](#), [NET-105](#), [NET-237](#)

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**NQS-111 Introduction to Nuclear Quality Assurance**

**Credits: 3**

This course develops a basic understanding of the purpose, roles and responsibilities associated with a quality assurance audit. Topics include planning and scheduling, collection and evaluation of evidence, corrective action, and reporting. 2.0-3.0-3.0

Prerequisite(s)..... [NQS-101](#),[NQS-105](#),[NET-105](#),[NET-237](#)

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**NQS-120 Overview of Associated Nuclear Quality**

**Credits: 3**

This course is a study of collateral quality functions outside of standard maintenance activities. Topics include environmental qualifications, procurement requirements, material control, fire assemblies, nondestructive examinations, document control and records management. 2.0-3.0-3.0

Prerequisite(s)..... [NQS-101](#),[NQS-105](#),[NET-105](#),[NET-237](#)

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**NQS-201 Electrical and I&c Inspection I**

**Credits: 3**

This course covers basic quality control inspection concepts related to electrical and instrumentation and control maintenance activities. Topics include electrical safety, equipment testing, and circuit upgrading/downgrading. 2.0-3.0-3.0

Prerequisite(s)..... None

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**NQS-202 Electrical and I&c Inspection II**

**Credits: 3**

This course covers quality control inspection oversight related to specific electrical and instrumentation and control activities. Topics include equipment installation, preventive maintenance programs, supports and electrical boxes. 2.0-3.0-3.0

Prerequisite(s)..... [NQS-201](#)

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**NQS-211 Mechanical Inspection I**

**Credits: 3**

This course provides the student with a basic understanding of a variety of mechanical components to include mechanical fasteners, pumps, valves, hangers, supports, restraints and snubbers. 2.0-3.0-3.0

Prerequisite(s)..... None

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**NQS-212 Mechanical Inspection II**

**Credits: 3**

This course introduces the student to a variety of mechanical inspection activities including piping, hydrostatic testing, and rigging, as well as the alignment, installation, removal, and preventive maintenance of equipment. 2.0-3.0-3.0

Prerequisite(s)..... [NQS-211](#)

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**NQS-221 Nuclear Quality Assurance Auditing I**

**Credits: 3**

This course provides a basic understanding of the quality assurance surveillance process, including the various types of observations, the purpose and use of checklists, the different types of objective

evidence, and the process used for the review of records and controlled documents. 2.0-3.0-3.0

Prerequisite(s)..... None

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**NQS-222 Nuclear Quality Assurance Auditing II**

**Credits: 3**

This course provides basic understanding of quality assurance audit processes including the roles and responsibilities of audit team, communication with the audited organization, collection and evaluation of evidence, and preparation of the audit report. 2.0-3.0-3.0

Prerequisite(s)..... [NQS-221](#)

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**NQS-261 Nuclear Quality Engineering Principles I**

**Credits: 3**

This course studies basic principles of quality engineering program in the nuclear industry. Topics include an introduction to the development and operation of quality control systems, application and analysis of testing and inspection procedures, and the use of metrology and statistical methods. 2.0-3.0-3.0

Prerequisite(s)..... [NQS-221](#)

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**NQS-262 Nuclear Quality Engineering Principles**

**Credits: 3**

This course buildss on the basic understanding of the purpose, roles and responsibilities of a quality engineering program. Topics include quality organization and management, the human dimension of quality, quality planning, quality and the law, designing experiments, and risk management. 2.0-3.0-3.0

Prerequisite(s)..... [NQS-261](#)

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**NUR-101 Fundamentals of Nursing**

**Credits: 6**

This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. 3.5-7.5-6.0

Prerequisite(s)..... [BIO-210](#), [ENG-101](#), [MAT-110](#), [PSY-201](#)

Corequisite(s)..... [BIO-211](#), [NUR-106](#)

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**NUR-106 Pharmacologic Basic in Nursing Practice**

**Credits: 2**

This introductory course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. 2.0-0.0-2.0

Prerequisite(s)..... Must Complete [BIO-210](#)(91)Anatomy & Physiology I, [ENG-101](#) English Composition I, [MAT-110](#) College Algebra, and [PSY-201](#) General Psychology.

Corequisite(s)..... [BIO-211](#), [NUR-101](#)

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**NUR-162 Psychiatric & Mental Health Nursing**

**Credits: 3**

This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme. 2.0-3.0-3.0

Prerequisite(s)..... Must complete [NUR-212](#) Nursing Care of Children, & [NUR-265](#) Nursing Concepts and Clinical Practice II.

Corequisite(s)..... [NUR-216](#), [NUR-267](#)

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**NUR-165 Nursing Concepts & Clinical Practice I**

**Credits: 6**

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings. 4.0-6.0-6.0

Prerequisite(s)..... [NUR-101](#), [NUR-106](#)

Corequisite(s)..... [BIO-225](#), [NUR-211](#)

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**NUR-201 Transition Nursing**

**Credits: 3**

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. 2.0-3.0-3.0

Prerequisite(s)..... [BIO-210](#), [BIO-211](#), [ENG-101](#), [MAT-110](#), [PSY-201](#), [PSY-203](#)

Corequisite(s)..... [SPC-205](#)

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**NUR-211 Care of the Childbearing Family**

**Credits: 4**

This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. 2.0-6.0-4.0

Prerequisite(s)..... [NUR-101](#), [NUR-106](#)

Corequisite(s)..... [NUR-165](#), [BIO-225](#)

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**NUR-212 Nursing Care of Children**

**Credits: 4**

This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance. 3.0-3.0-4.0

Prerequisite(s)..... [NUR-211](#) Anatomy & Physiology II, [NUR-165](#) Nursing Concepts and Clinical Practice I or [NUR-201](#) Transition Nursing.

Corequisite(s)..... [NUR-265](#)

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**NUR-216 Nursing Seminar**

**Credits: 1**

This course is an exploration of concepts related to selected nursing topics. 1.0-0.0-1.0

Prerequisite(s)..... Must complete [NUR-212](#) Nursing Care of Children, [NUR-265](#) Nursing Concepts and Clinical Practice II.

Corequisite(s)..... [NUR-162](#), [NUR-267](#)

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**NUR-265 Nursing Concepts & Clinical Practice II**

**Credits: 6**

Continuation of the application of critical thinking skills and nursing concepts in the care of the adult clients with selected health problems in a variety of settings. 4.0-6.0-6.0

Prerequisite(s)..... [NUR-211](#) Anatomy & Physiology II, [NUR-165](#) Nursing Concepts and Clinical Practice I or NUR 201 Transition Nursing.

Corequisite(s)..... [NUR-212](#)

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**NUR-267 Nursing Concepts & Clinical Practice IV**

**Credits: 6**

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of clients with complex, multi-system health problems in a variety of settings. This course covers concepts of leadership, management, and professional role development. 3.0-9.0-6.0

Prerequisite(s)..... Must complete [NUR-212](#) Nursing Care of Children, and [NUR-265](#) Nursing Concepts and Clinical Practice II.

Corequisite(s)..... [NUR-216](#)

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Search for...   Programs of Study   Courses

**PHI-101 Introduction to Philosophy**

**Credits: 3**

This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

**PHI-105 Introduction to Logic**

**Credits: 3**

This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

**PHI-106 Logic II Inductive Reasoning**

**Credits: 3**

This elementary logic course is an introduction to inductive reasoning. Patterns of inductive reasoning including analogical reasoning, inductive generalizations, scientific reasoning, and casual reasoning will be examined. Probability theory, decision analysis, and the criteria for the acceptability of inductive arguments will be covered also. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

**PHI-110 Ethics**

**Credits: 3**

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

**PHI-115 Contemporary Moral Issues**

**Credits: 3**

This course examines moral issues in contemporary society, including basic principles and applications of ethics. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

**PHM-101 Introduction to Pharmacy**

**Credits: 3**

This course provides a study of the and introduction to pharmacy and the role of the pharmacy in providing patient care services. 2.0-3.0-3.0

Prerequisite(s)..... [ENG-160](#), [AHS-102](#), [MAT-101](#)

**PHM-110 Pharmacy Practice**

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**Credits: 4**

This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing. 3.0-3.0-4.0

Prerequisite(s)..... [ENG-160](#), [MAT-101](#), [AHS-102](#)

Corequisite(s)..... [PHM-101](#)

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**PHM-113 Pharmacy Technician Math**

**Credits: 3**

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-160](#), [MAT-101](#), [AHS-102](#)

Corequisite(s)..... [PHM-101](#)

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**PHM-114 Therapeutic Agents I**

**Credits: 3**

This course provides an introductory study of therapeutic drug categories. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-160](#), [MAT-101](#), [AHS-102](#)

Corequisite(s)..... [PHM-113](#)

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**PHM-118 Community Pharmacy Seminar**

**Credits: 1**

This course is a study of the pharmacy issues related to the community pharmacy practice. 1.0-0.0-1.0

Prerequisite(s)..... [PHM-101](#)

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**PHM-124 Therapeutic Agents II**

**Credits: 3**

This course includes a study of therapeutic drug categories. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-160](#), [MAT-101](#), [AHS-102](#)

Corequisite(s)..... [PHM-110](#)

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**PHM-151 Pharmacy Clinical Experience**

**Credits: 9**

This course provides practical application of pharmacy skills in medication packaging intravenous fluid preparation, inventory control and communication with other health care providers through clinical rotations in pharmacies. 0.0-27.0-9.0

Prerequisite(s)..... [PHM-101](#)

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**PHM-201 Pharmacy Management**

**Credits: 2**

This course will provide a study of managing personnel, materials and work flow in a pharmacy. 2.0-0.0-2.0

Prerequisite(s)..... [ENG-160](#), [MAT-101](#), and [AHS-102](#)

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**PHM-202 Pharmacological Anatomy and Physiology**

**Credits: 4**

This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation. 4.0-0.0-4.0

Prerequisite(s)..... None

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**PHM-250 Special Topics in Pharmacy**

**Credits: 3**

This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation. 3.0-0.0-3.0

Prerequisite(s)..... None

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**PHS-101 Physical Science I**

**Credits: 4**

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. 3.0-3.0-4.0

Prerequisite(s)..... None

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**PHS-102 Physical Science II**

**Credits: 4**

This is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. 3.0-3.0-4.0

Prerequisite(s)..... None

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**PHS-111 Conceptual Physics I**

**Credits: 3**

This course is an introduction to the mechanical concepts of distance, time, mass, force, energy, and power. 3.0-0.0-3.0

Prerequisite(s)..... None

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**PHY-181 Integrated Physics I**

**Credits: 3**

This problem-based course covers electrical theory and concepts that support engineering technology principles. The course includes concepts such as thermal, fluids, and optics. Mathematics, communications, and technology are integrated throughout the course. 2.0-3.0-3.0

Prerequisite(s)..... [MAT-102](#)

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**PHY-182 Integrated Physics II**

**Credits: 3**

This problem-based course covers mechanical theory and concepts that support engineering technology principles. The course includes concepts such as thermal, fluids, and optics. Mathematics, communications, and technology are integrated throughout the course. 2.0-3.0-3.0

Prerequisite(s)..... [MAT-102](#)

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**PHY-201 Physics I**

**Credits: 4**

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Laboratory exercises are used to emphasize these topics. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-110](#), [MAT-111](#)

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**PHY-202 Physics II**

**Credits: 4**

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Laboratory exercises are used to emphasize these topics. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-110](#), [MAT-111](#), [PHY-201](#)

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**PHY-221 University Physics I**

**Credits: 4**

This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-140](#)

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**PHY-222 University Physics II**

**Credits: 4**

This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena. 3.0-3.0-4.0

Prerequisite(s)..... [PHY-221](#), [MAT-140](#)

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**PNR-110 Fundamentals of Nursing**

**Credits: 5**

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are intergraded relating to the physiological and psychosocial needs of the individual. Legal and ethical roles of the Practical Nurse are emphasized. 3.0-6.0-5.0

Prerequisite(s)..... [BIO-210](#), [BIO-211](#), [ENG-101](#), [MAT-110](#), [PSY-201](#)

Corequisite(s)..... [PNR-122](#), [PNR-181](#), [PNR-182](#)

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**PNR-122 Pharmacology**

**Credits: 3**

This is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on calculation of dosages, administration of medications, and correct use of abbreviations. Effects of specific drugs are presented. Nursing implications are stressed for utilization within the framework of the nursing process. 3.0-0.0-3.0

Prerequisite(s)..... [BIO-210](#), [BIO-211](#), [ENG-101](#), [MAT-110](#), [PSY-201](#)

Corequisite(s)..... [PNR-110](#), [PNR-181](#), [PNR-182](#)

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**PNR-128 Medical/Surgical Nursing I**

**Credits: 7**

This course is a beginning study utilizing the nursing process. Concepts include the physiological, psychosocial, and health and safety needs of the adult. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. 4.0-9.0-7.0

Prerequisite(s)..... Must have completed [PNR-110](#), Fundamentals of Nursing, [PNR-181](#), Medical Calculations, [PNR-122](#), Pharmacology and [PNR-182](#), Special Topics in Nursing.

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**PNR-138 Medical/Surgical Nursing II**

**Credits: 7**

This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, and health and safety needs of the adult. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. 5.0-6.0-7.0

Prerequisite(s)..... [PNR-128](#)

Corequisite(s)..... [PNR-154](#)

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**PNR-154 Maternal Infant & Child Nursing**

**Credits: 5**

This course is a study utilizing the nursing process, integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses. 4.0-3.0-5.0

Prerequisite(s)..... Must complete [PNR-128](#) Medical/Surgical Nursing I.

Corequisite(s)..... [PNR-138](#)

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**PNR-181 Special Topics in Practical Nursing**

**Credits: 1**

This course covers special topics in practical nursing. 1.0-0.0-1.0

Prerequisite(s)..... Must have completed [BIO-210](#), [BIO-211](#), [ENG-101](#), [MAT-110](#), [PSY-201](#),

Corequisite(s)..... [PNR-110](#), [PNR-122](#), [PNR-182](#)

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**PNR-182 Special Topics in Practical Nursing**

**Credits: 2**

This course covers special topics in practical nursing.2.0-0.0-2.0

Prerequisite(s)..... Must have completed [BIO-210](#), [BIO-211](#) [ENG-101](#) [MAT-110](#), [PSY-201](#).

Corequisite(s)..... [PNR-110](#), [PNR-122](#), [PNR-181](#)

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**PSC-201 American Government**

**Credits: 3**

This course is a study of national governmental institutions with emphasis on the constitution, the functions of the executive, legislative and judicial branches, civil liberties and the role of the electorate. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#)

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**PSC-215 State and Local Government**

**Credits: 3**

This course is a study of state, county, and municipal government systems, including inter-relationships between these systems and within the federal government. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#)

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**PSY-105 Personal/Interpersonal Psychology**

**Credits: 3**

This course emphasizes the principles of psychology in the study of self awareness and interpersonal adjustment and behavior in contemporary society. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-031](#), [RDG-031](#)

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**PSY-201 General Psychology**

**Credits: 3**

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**PSY-203 Human Growth and Development**

**Credits: 3**

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential. 3.0-0.0-3.0

Prerequisite(s)..... [PSY-201](#); or [PSY-105](#), [ENG-032](#)

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**PSY-206 Health Psychology**

**Credits: 3**

This course is a science-based study of the psychological and behavioral influences on health. Topics may include the mind-body connection, the professional and academic field, systems of the body, prevention, stress coping, health care, and managing illness. 3.0-0.0-3.0

Prerequisite(s)..... [PSY-201](#)

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**PSY-208 Human Sexuality**

**Credits: 3**

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course. 3.0-0.0-3.0

Prerequisite(s)..... [PSY-201](#)

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**PSY-210 Educational Psychology**

**Credits: 3**

This course is the study of the teaching-learning process with emphasis on learning theory, transfer, problem solving, habit formation, individual difference, and other factors that facilitate learning. 3.0-0.0-3.0

Prerequisite(s)..... [PSY-201](#)

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**PSY-212 Abnormal Psychology**

**Credits: 3**

This course is the study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. 3.0-0.0-3.0

Prerequisite(s)..... [PSY-201](#)

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**PSY-218 Behavior Modification**

**Credits: 3**

This course is an introduction to the terminology, methods, and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services. 3.0-0.0-3.0

Prerequisite(s)..... [PSY-201](#)

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**PSY-220 Psychology of Personality**

**Credits: 3**

This course is a study of classical and modern theories of personality. Research implications are evaluated. 3.0-0.0-3.0

Prerequisite(s)..... [PSY-201](#)

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**PSY-231 Counseling Techniques**

**Credits: 3**

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. 3.0-0.0-3.0

Prerequisite(s)..... [PSY-201](#); or [PSY-105](#) and [ENG-032](#)

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**PSY-235 Group Dynamics**

**Credits: 3**

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group processes in specialized settings. 3.0-0.0-3.0

Prerequisite(s)..... [PSY-231](#); or [PSY-105](#), [ENG-032](#)

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**QAT-202 Metrology & Calibration**

**Credits: 3**

This course covers the measuring instruments used in a typical industrial metrology laboratory. Techniques of making measurements, accuracy and precision, and calibration control systems are stressed. 2.0-3.0-3.0

Prerequisite(s)..... None

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Search for...   Programs of Study   Courses

**RAD-101 Introduction to Radiography**

**Credits: 2**

This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection. 2.0-0.0-2.0

Prerequisite(s)..... None

**RAD-102 Radiology Patient Care Procedures**

**Credits: 2**

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient. 1.0-3.0-2.0

Prerequisite(s)..... [ENG-101](#), [BIO-210](#), [BIO-211](#), [AHS-102](#)

**RAD-103 Introduction to Computer Tomography**

**Credits: 2**

This course is a study of the Technological developments behind computed tomography, an overview of canner components, terminology, data acquisition, digital imaging, image reconstruction display and manipulation. 2.0-3.0-3.0

Prerequisite(s)..... [ENG-101](#), [BIO-210](#), [BIO-211](#), [AHS-102](#)

**RAD-104 Introduction to Physics**

**Credits: 1**

This course provides an overview of mathematical applications, unit conversions, and a basic overview of theory and principles as they relate to physics. 0.0-3.0-1.0

Prerequisite(s)..... [ENG-101](#), [BIO-210](#) , [BIO-211](#), [AHS-102](#)

**RAD-110 Radiographic Imaging I**

**Credits: 3**

This course provides detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production. 3.0-0.0-3.0

Prerequisite(s)..... [RAD-102](#), [RAD-104](#), [RAD-130](#), [RAD-155](#)

**RAD-115 Radiographic Imaging II**

**Credits: 3**

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging. 2.0-3.0-3.0

Prerequisite(s)..... [RAD-110](#)

**RAD-121 Radiographic Physics**

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**Credits: 4**

This course introduces the principles of Radiographic Physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment. 3.0-3.0-4.0

Prerequisite(s)..... [RAD-115](#)

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**RAD-130 Radiographic Procedures I**

**Credits: 3**

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities will be included. 2.0-3.0-3.0

Prerequisite(s)..... [ENG-101](#), [BIO-210](#), [BIO-211](#), [AHS-102](#)

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**RAD-136 Radiographic Procedures II**

**Credits: 3**

This course is a study of radiographic procedures for visualization of the structures of the body. 2.0-3.0-3.0

Prerequisite(s)..... [RAD-130](#)

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**RAD-155 Applied Radiography I**

**Credits: 5**

This course introduces the clinical environment of the hospital by provided basic use of radiographic equipment and routine radiographic procedures. 0.0-15.0-5.0

Prerequisite(s)..... [ENG-101](#), [BIO-210](#), [BIO-211](#), [AHS-102](#)

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**RAD-165 Applied Radiography II**

**Credits: 5**

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital. 0.0-15.0-5.0

Prerequisite(s)..... [RAD-155](#)

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**RAD-176 Applied Radiography III**

**Credits: 6**

This course includes routine and advanced radiographic procedures in the clinical environment. 2.0-12.0-6.0

Prerequisite(s)..... [RAD-165](#)

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**RAD-201 Radiation Biology**

**Credits: 2**

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum. 2.0-0.0-2.0

Prerequisite(s)..... [RAD-121](#)

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**RAD-205 Radiographic Pathology**

**Credits: 2**

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment. 1.0-3.0-2.0



Prerequisite(s)..... [RAD-102](#), [RAD-104](#), [RAD-130](#)

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**RAD-230 Radiographic Procedures III**

**Credits: 3**

This course is a study of special radiographic procedures. 2.0-3.0-3.0

Prerequisite(s)..... None

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**RAD-235 Radiography Seminar I**

**Credits: 1**

This course includes selected areas of radiography that require additional study or application. 0.0-3.0-1.0

Prerequisite(s)..... [RAD-121](#)

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**RAD-256 Advanced Radiography I**

**Credits: 6**

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures. 0.0-18.0-6.0

Prerequisite(s)..... [RAD-176](#)

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**RAD-266 Advanced Radiography II**

**Credits: 6**

This course includes routing radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. 0.0-18.0-6.0

Prerequisite(s)..... [RAD-256](#)

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**RAD-276 Advanced Radiography III**

**Credits: 6**

This course includes routine and advanced radiographic procedures in the clinical environment. 0.0-18.0-6.0

Prerequisite(s)..... None

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**RDG-031 Developmental Reading**

**Credits: 3**

This course is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and will introduce reading as a process. 3.0-0.0-3.0

Prerequisite(s)..... None

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**RDG-032 Developmental Reading**

**Credits: 3**

This course is an intensive overview of the academic reading skills needed for success in a college level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-031](#) or acceptable placement test score

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**RDG-101 College Reading**

**Credits: 3**

This course is designed to enhance reading efficiency by effectively processing and analyzing information. Practice and application of techniques are provided through college text selections. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#) or acceptable placement test score

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**REL-103 Comparative Religion**

**Credits: 3**

This course is an analysis of the religious experience of various persons and groups, east and west, in traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#); [ENG-032](#)

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**RPT-101 Introduction to Radiation Protection**

**Credits: 1**

This course provides a study of the radiation protection profession to include career paths, opportunities and challenges, roles and responsibilities of a radiation protection technician, and the culture of the nuclear industry. 0.0-3.0-1.0

Prerequisite(s)..... None

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**RPT-103 Radiation Fundamentals**

**Credits: 4**

This course presents an overview of the physics and chemistry of radiation and radioactive material, applications of radiation, associated radionuclides, context and rationale of use, interactions with matter, shielding and energies, decay products and their production in reactors or accelerators. 3.0-3.0-4.0

Prerequisite(s)..... [MAT-102](#); [RDG-032](#) and [ENG-032](#), or acceptable placement scores in reading and English

Corequisite(s)..... [MAT-110](#)

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**RPT-113 Radiation Monitoring**

**Credits: 4**

This course is the study of the theory and operation of radiation monitors, maintenance and calibration of these systems, proper selection and use of various monitoring systems for evaluation of radioactive hazards, and the interpretation and reporting of such evaluations utilizing scenarios. 3.0-3.0-4.0

Prerequisite(s)..... [RPT-103](#)

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**RPT-120 Hazardous Waste Oper. & Emer. Response**

**Credits: 1**

This course introduces hazardous waste operations and clean-up procedures for hazardous waste sites as required by Federal, state, local or other governments. This course also covers emergency response operations for hazardous substance releases. 1.0-0.0-1.0

Prerequisite(s)..... [RPT-103](#), [RPT-113](#) and approval of Department Chair

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**RPT-223 Radiation Dosimetry**

**Credits: 3**

This course presents scenarios in which RPTs monitor internal and external exposure of personnel to ionizing radiation. The course will address interpretation of these results and techniques for minimization of personnel dose. 3.0-0.0-3.0

Prerequisite(s)..... [RPT-113](#), [MAT-110](#)

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**RPT-233 Radioactive Materials Handling**

**Credits: 3**

This course presents scenarios in which RPTs are required to provide safe control, movement, use, storage, transportation and disposal of radioactive materials. 3.0-0.0-3.0

Prerequisite(s)..... [RPT-113](#), [MAT-110](#)

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**RPT-243 Radiological Safety and Response**

**Credits: 4**

This course presents scenarios in which RPTs are responsible for ensuring and maintaining doses ALARA (As Low As Reasonably Achievable) for the safety of individuals, the work environment, and the population, including response to abnormal and emergency radiological conditions. 3.0-3.0-4.0

Prerequisite(s)..... [RPT-113](#), [MAT-110](#)

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**RPT-253 Radiation Protection**

**Credits: 3**

This course utilizes a problems-based approach that incorporates different radiation contexts such as providing radiological coverage of jobs, high-risk and low-risk activities, planning for protection from hazardous radiation, monitoring of activities in radioactive zones, and emergency response. 2.0-3.0-3.0

Prerequisite(s)..... [RPT-113](#), [RPT-223](#), [RPT-233](#), [RPT-243](#), [ENG-260](#)

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**RPT-290 Radiation Protection Tech Internship**

**Credits: 3**

This course provides students with an internship experience with an industry, governmental, or educational institution that uses radioactive materials and requires radiation protection technicians. 1.0-6.0-3.0

Prerequisite(s)..... [RPT-103](#), [RPT-113](#)

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Search for...   Programs of Study   Courses

**SAC-101 Best Practices in School-Age and Youth**

**Credits: 3**

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school environments. 3.0-0.0-3.0

Prerequisite(s)..... None

**SFT-109 Lifetime Fitness/Wellness**

**Credits: 3**

This course is a study of the foundation of the fitness/wellness series and introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based. 3.0-0.0-3.0

Prerequisite(s)..... None

**SOC-101 Introduction to Sociology**

**Credits: 3**

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

**SOC-102 Marriage and the Family**

**Credits: 3**

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. 3.0-0.0-3.0

Prerequisite(s)..... [RDG-032](#)

**SOC-205 Social Problems**

**Credits: 3**

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#)

**SOC-210 Juvenile Delinquency**

**Credits: 3**

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**SOC-220 Sociology of the Family**

**Credits: 3**

This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#)

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**SOC-230 Introduction to Gerontology**

**Credits: 3**

This course is a study of the aging processes, including the physiological, psychological, sociological and economic factors. 3.0-0.0-3.0

Prerequisite(s)..... [SOC-101](#) and [ENG-101](#)

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**SOC-235 Thanatology**

**Credits: 3**

This course is a study of dying, death, bereavement, and widow/widowerhood from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#); or acceptable placement score

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**SOC-240 Service Learning**

**Credits: 3**

This course combines personal experience and theoretical learning to help students arrive at a personal understanding of volunteerism, community service learning and citizenship. This course requires off-campus activities and assignments. 3.0-0.0-3.0

Prerequisite(s)..... [SOC-101](#) and [ENG-101](#)

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**SPA-101 Elementary Spanish I**

**Credits: 4**

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic cultures. 4.0-0.0-4.0

Prerequisite(s)..... [ENG-101](#) with a grade of "C" or higher, or permission of the instructor

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**SPA-102 Elementary Spanish II**

**Credits: 4**

This course continues development of the basic language skills and the study of the Hispanic cultures. 4.0-0.0-4.0

Prerequisite(s)..... [SPA-101](#) with a grade of "C" or higher

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**SPA-201 Intermediate Spanish I**

**Credits: 3**

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. 3.0-0.0-3.0

Prerequisite(s)..... [SPA-102](#) with a grade of "C" or higher

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**SPA-202 Intermediate Spanish II**

**Credits: 3**

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose. 3.0-0.0.-3.0

Prerequisite(s)..... [SPA-201](#) with a grade of "C" or higher

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**SPC-205 Public Speaking**

**Credits: 3**

This course is an introduction to principles of public speaking with application of speaking skills. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#) OR [ENG-160](#)

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**SPC-209 Interpersonal Communications**

**Credits: 3**

This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-101](#) OR [ENG-160](#)

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**SUR-101 Introduction to Surgical Technology**

**Credits: 5**

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing. 3.0-6.0-5.0

Prerequisite(s)..... [AHS-102](#), [BIO-112](#), [BIO-115](#)

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**SUR-102 Applied Surgical Technology**

**Credits: 5**

This course covers the principles and application of aseptic techniques, the perioperative role, and medical/legal aspects. 3.0-6.0-5.0

Prerequisite(s)..... None

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**SUR-103 Surgical Procedures I**

**Credits: 4**

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/ legal aspects, and drugs used in surgery are emphasized. 3.0-3.0-4.0

Prerequisite(s)..... None

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**SUR-106 Advanced Surgical Procedures**

**Credits: 2**

This course is a study of advanced surgical procedures. 2.0-0.0-2.0

Prerequisite(s)..... [SUR-103](#)

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**SUR-110 Introduction to Surgical Practicum**

**Credits: 5**

this course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations. 0.0-15.0-5.0

Prerequisite(s)..... [SUR-101](#), [SUR-102](#), and [SUR-103](#).

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**SUR-113 Advanced Surgical Practicum**

**Credits: 6**

This course includes a supervised progression of surgical team responsibilities and duties of the perioperative role in various clinical affiliations. 0.0-18.0-6.0

Prerequisite(s)..... [SUR-110](#).

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**SUR-116 Basic Surgical Procedures**

**Credits: 3**

This course is a study of basic surgical procedure. 3.0-0.0-3.0

Prerequisite(s)..... [SUR-103](#)

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**SUR-120 Surgical Seminar**

**Credits: 2**

This course includes the comprehensive correlation of theory and practice in the perioperative role. 2.0-0.0-2.0

Prerequisite(s)..... None

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**THE-101 Introduction to Theatre**

**Credits: 3**

This course includes the appreciation and analysis of theatrical literature, history, and production. 3.0-0.0-3.0

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

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**TRL-106 Export/Import**

**Credits: 3**

This course includes an overview of international trade, entering the overseas market, distribution, payment, letters of credit, shipping, importing, customs house brokers, govenment regulations, and sources of assistance and information. This course section is designed specifically to meet the requirements of UPS and employees to prepare for the Customs Broker License Examination.

Prerequisite(s)..... None

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**WLD-108 Gas Metal ARC Welding I**

**Credits: 4**

This course covers equipment setup and the fundamental techniques for welding ferrous and nonferrous metals with GMAW on fillet weld. 2.0-6.0-4.0

Prerequisite(s)..... [MAT-031](#), [RDG-032](#), and [ENG-032](#) OR acceptable placement scores

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**WLD-111 ARC Welding I**

**Credits: 4**

This course covers the safety, equipment, and skills used in the shielded metal ARC welding process. Fillet welds are made to visual criteria in several positions. 2.0-6.0-4.0



Prerequisite(s)..... [MAT-031](#), [RDG-031](#); OR acceptable placement scores in math and reading

Corequisite(s)..... [WLD-130](#)

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**WLD-113 ARC Welding II**

**Credits: 4**

This course is a study of arc welding of ferrous and/or nonferrous metals. 2.0-6.0-4.0

Prerequisite(s)..... [WLD-111](#) AND [WLD-130](#) OR [WLD-101](#) AND [WLD-102](#)

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**WLD-117 Specialized Arc Welding**

**Credits: 4**

This course covers ARC welding processes for industrial purposes. It will include testing on welding in unusual positions. 2.0-0.0-2.0

Prerequisite(s)..... [WLD-111](#)

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**WLD-130 Welding Fundamentals**

**Credits: 3**

This course introduces students to the principles of cutting and welding, the identification of welding tools and equipment, and the process for setting up and repairing welding equipment. Safety procedures will be emphasized. 2.0-3.0-3.0

Prerequisite(s)..... None

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**WLD-132 Gas Tungsten Arc Welding - Ferrous**

**Credits: 4**

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals. 2.0-6.0-4.0

Prerequisite(s)..... [WLD-130](#) OR [WLD-101](#) AND [WLD-102](#)

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**WLD-141 Weld Quality**

**Credits: 2**

This is an introductory course in weld quality assurance. 2.0-0.0-2.0

Prerequisite(s)..... [WLD-130](#) , [EGT-123](#)

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**WLD-170 Qualification Welding**

**Credits: 4**

This course covers the procedures and practices used in taking welder qualifications tests. 3.0-3.0-4.0

Prerequisite(s)..... [WLD-113](#), [EGT-123](#)

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**WLD-201 Welding Metallurgy**

**Credits: 2**

This course covers the weldability of metals, weld failure, and the affects of heat on chemical, physical, and mechanical properties. 2.0-0.0-2.0

Prerequisite(s)..... [WLD-113](#), [EGT-117](#)

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**WLD-208 Advanced Pipe Welding**

**Credits: 3**

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals. 1.0-6.0-3.0

Prerequisite(s)..... [WLD-111](#), [WLD-113](#), [WLD-132](#), [WLD-225](#)

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**WLD-225 Arc Welding Pipe 1**

**Credits: 4**

This is an introductory course in weld quality assurance. 2.0-6.0-4.0

Prerequisite(s)..... [WLD-130](#), [WLD-111](#), and [WLD-113](#)

Corequisite(s)..... [WLD-132](#)

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## Tuition and Fees

Tuition and Fees for 2013-14 are listed below.

S.C. Residents - in Aiken County				
Credit(Hours)	Student Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
23	\$3528.20	\$115.00	\$85.00	\$3728.20
22	\$3374.80	\$110.00	\$85.00	\$3569.80
21	\$3221.40	\$105.00	\$85.00	\$3411.40
20	\$3068.00	\$100.00	\$85.00	\$3253.00
19	\$2914.60	\$95.00	\$85.00	\$3094.60
18	\$2761.20	\$90.00	\$85.00	\$2936.20
17	\$2607.80	\$85.00	\$85.00	\$2777.80
16	\$2454.40	\$80.00	\$85.00	\$2619.40
15	\$2301.00	\$75.00	\$85.00	\$2461.00
14	\$2147.60	\$70.00	\$85.00	\$2302.60
13	\$1994.20	\$65.00	\$85.00	\$2144.20
12	\$1840.80	\$60.00	\$85.00	\$1985.80
11	\$1687.40	\$55.00	\$85.00	\$1827.40
10	\$1534.00	\$50.00	\$85.00	\$1669.00
9	\$1380.60	\$45.00	\$85.00	\$1510.60
8	\$1227.20	\$40.00	\$85.00	\$1352.20
7	\$1073.80	\$35.00	\$85.00	\$1193.80
6	\$920.40	\$30.00	\$85.00	\$1035.40
5	\$767.00	\$25.00	\$85.00	\$877.00
4	\$613.60	\$20.00	\$85.00	\$718.60
3	\$460.20	\$15.00	\$85.00	\$560.20
2	\$306.80	\$10.00	\$85.00	\$401.80
1	\$153.40	\$5.00	\$85.00	\$243.40

S.C. Residents In-State (Out of Aiken County)				
Credit(Hours)	Student Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
23	\$3873.20	\$115.00	\$85.00	\$4073.20
22	\$3704.80	\$110.00	\$85.00	\$3899.80
21	\$3536.40	\$105.00	\$85.00	\$3726.40
20	\$3368.00	\$100.00	\$85.00	\$3553.00
19	\$3199.60	\$95.00	\$85.00	\$3379.60
18	\$3031.20	\$90.00	\$85.00	\$3206.20
17	\$2862.80	\$85.00	\$85.00	\$3032.80
16	\$2694.40	\$80.00	\$85.00	\$2859.40
15	\$2526.00	\$75.00	\$85.00	\$2686.00
14	\$2357.60	\$70.00	\$85.00	\$2512.60
13	\$2189.20	\$65.00	\$85.00	\$2339.20
12	\$2020.80	\$60.00	\$85.00	\$2165.80
11	\$1852.40	\$55.00	\$85.00	\$1992.40
10	\$1684.00	\$50.00	\$85.00	\$1819.00

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9	\$1515.60	\$45.00	\$85.00	\$1645.60
8	\$1347.20	\$40.00	\$85.00	\$1472.20
7	\$1178.80	\$35.00	\$85.00	\$1298.80
6	\$1010.40	\$30.00	\$85.00	\$1125.40
5	\$842.00	\$25.00	\$85.00	\$952.00
4	\$673.60	\$20.00	\$85.00	\$778.60
3	\$505.20	\$15.00	\$85.00	\$605.20
2	\$336.80	\$10.00	\$85.00	\$431.80
1	\$168.40	\$5.00	\$85.00	\$258.40

Richmond, Columbia County Residents					
Credit(Hours)	Student Tuition	Technology Fee	Non-Refund Enrollment Fee	Richmond/Columbia County fees	TOTAL
23	\$3528.20	\$115.00	\$85.00	\$15.00	\$3743.20
22	\$3374.80	\$110.00	\$85.00	\$15.00	\$3584.80
21	\$3221.40	\$105.00	\$85.00	\$15.00	\$3426.40
20	\$3068.00	\$100.00	\$85.00	\$15.00	\$3268.00
19	\$2914.60	\$95.00	\$85.00	\$15.00	\$3109.60
18	\$2761.20	\$90.00	\$85.00	\$15.00	\$2951.20
17	\$2607.80	\$85.00	\$85.00	\$15.00	\$2792.80
16	\$2454.40	\$80.00	\$85.00	\$15.00	\$2634.40
15	\$2301.00	\$75.00	\$85.00	\$15.00	\$2476.00
14	\$2147.60	\$70.00	\$85.00	\$15.00	\$2317.60
13	\$1994.20	\$65.00	\$85.00	\$15.00	\$2159.20
12	\$1840.80	\$60.00	\$85.00	\$15.00	\$2000.80
11	\$1687.40	\$55.00	\$85.00	\$15.00	\$1842.40
10	\$1534.00	\$50.00	\$85.00	\$15.00	\$1684.00
9	\$1380.60	\$45.00	\$85.00	\$15.00	\$1525.60
8	\$1227.20	\$40.00	\$85.00	\$15.00	\$1367.20
7	\$1073.80	\$35.00	\$85.00	\$15.00	\$1208.80
6	\$920.40	\$30.00	\$85.00	\$15.00	\$1050.40
5	\$767.00	\$25.00	\$85.00	\$15.00	\$892.00
4	\$613.60	\$20.00	\$85.00	\$15.00	\$733.60
3	\$460.20	\$15.00	\$85.00	\$15.00	\$575.20
2	\$306.80	\$10.00	\$85.00	\$15.00	\$416.80
1	\$153.40	\$5.00	\$85.00	\$15.00	\$258.40

Out of State				
Credit(Hours)	Student Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
23	\$9200.00	\$345.00	\$85.00	\$9630.00
22	\$8800.00	\$330.00	\$85.00	\$9215.00
21	\$8400.00	\$315.00	\$85.00	\$8800.00
20	\$8000.00	\$300.00	\$85.00	\$8385.00
19	\$7600.00	\$285.00	\$85.00	\$7970.00
18	\$7200.00	\$270.00	\$85.00	\$7555.00
17	\$6800.00	\$255.00	\$85.00	\$7140.00
16	\$6400.00	\$240.00	\$85.00	\$6725.00
15	\$6000.00	\$225.00	\$85.00	\$6310.00
14	\$5600.00	\$210.00	\$85.00	\$5895.00
13	\$5200.00	\$195.00	\$85.00	\$5480.00
12	\$4800.00	\$180.00	\$85.00	\$5065.00
11	\$4400.00	\$165.00	\$85.00	\$4650.00
10	\$4000.00	\$150.00	\$85.00	\$4235.00

9	\$3600.00	\$135.00	\$85.00	\$3820.00
8	\$3200.00	\$120.00	\$85.00	\$3405.00
7	\$2800.00	\$105.00	\$85.00	\$2990.00
6	\$2400.00	\$90.00	\$85.00	\$2575.00
5	\$2000.00	\$75.00	\$85.00	\$2160.00
4	\$1600.00	\$60.00	\$85.00	\$1745.00
3	\$1200.00	\$45.00	\$85.00	\$1330.00
2	\$800.00	\$30.00	\$85.00	\$915.00
1	\$400.00	\$15.00	\$85.00	\$500.00

A student must pay all tuition and fees in full before the beginning of each semester, prior to the first day of classes. Payments received on or after the first day of classes incur a late fee.

Deferred tuition payment plans are available. A copy of the terms and conditions may be obtained at the Cashier Office.

Residents of Richmond, G.A. and Columbia, G.A. counties pay Aiken County tuition plus a \$15 reciprocity fee. Tuition and fees for auditing a class are the same as for credit classes.

A full-time student is enrolled in 12 or more credit hours per semester.

Some classes require lab fees in addition to tuition, technology, and enrollment fees. Fee amounts for 2013-14 have not yet been determined.

The following schedule of lab fees is for the 2012-2013 academic year:

Lab Fees

Accounting (ACC-120)	\$25.00
Air Conditioning	\$60.00
Biology	\$14.00
Certified Nursing Asst.	\$30.00
Chemistry	\$29.00
Criminal Justice	\$15.00
Dental Assisting	\$35.00
E.C.G.	\$38.00
Early Childhood	\$30.00
Engineering Graphics	\$10.00
Engineering Technology	\$25.00
Industrial Maintenance	\$40.00
Machine Tool Technology	\$45.00
Marketing (MKT 240/MKT 140)	\$10.00
Medical Assisting	\$20.00
Medical Coding	\$15.00
NQS	\$20.00
Nursing LPN & RN	\$35.00
Pharmacy Technician	\$15.00
Phelbotomy	\$45.00
Radiation Protection Tech.	\$30.00
Radiological Technology	\$15.00
Surgical Technology	\$29.00
Welding	\$85.00

Additional Non-Refundable Fees

Enrollment/Activity Fee	\$85.00
Late Registration Fee	\$25.00 (begins first day of term)
Exemption Exam	\$30.00 (per exam)
Reprocessing Fee	\$30.00 (reinstated in class(es) after being dropped for non-payment)

In order to be re-registered for the term, students who register for classes and are dropped from their classes due to nonpayment of fees will be charged a “re-processing fee” of \$30. The enrollment and re-processing fees are non-refundable. They are payable each semester (or when the student is reinstated for the semester).

Any student presenting a check to ATC that is returned by the bank will be charged a \$30 processing fee. The student must then pay all fees and collection charges to the 2nd Circuit Solicitor’s [Worthless Check Unit](#), located at 1689 Richland Ave. W, Aiken, S.C.

Student Refund Policy

Only students who submit a completed Add/Drop/Withdrawal Form within the specified deadline for the academic term for which the refund is requested may receive a refund. Non-refundable fees are not eligible for refunds.

1. Should the college cancel a class, the college refunds the full tuition with no action required by the student.
2. A student who elects to request an exemption exam for course(s) after the add/drop date is not eligible for a refund since a grade will be issued.
3. When a drop results in the student taking fewer than 12 credit hours, the college recalculates tuition based upon the remaining credit hours. The difference between the tuition after drop and the original charge is the basis for calculating any refund.
4. The college refunds full tuition and fees for the current term to the beneficiary of any student who dies while enrolled as a credit student, or if they receive military orders to deploy.
5. The college will provide a 100% tuition refund for any student who drops from classes during the Add/Drop/Late Registration period (for each term/semester). There is no refund for students withdrawing classes after this period has passed.

Title IV Student Aid (Federal and Pell)

- A. Title IV-sponsored student “earns” his/her aid by successfully attending class. The aid is not fully earned until the 9th week of class. Because a refund will only be processed for students dropping during the Add/Drop/Late Registration period, students who withdraw after this period will owe the college or the federal government if he or she withdraws prior to the 9th week of classes.
- B. A student who never attends a class in any/all courses is considered to have dropped before the start of the term. However, it is the student’s responsibility to drop any class he or she does not plan to attend.
- C. A student withdrawing after the Add/Drop/Late Registration period receives no refund unless the Director of Enrollment Services determines extenuating circumstances were present over which the student had no control and which the student could not reasonably foresee at the time of registration.

Continuing Education Fees

[See Training and Business Development](#)

Veterans Administration Benefits

A student receiving Veterans Administration benefits while enrolled in a non-degree program receives a prorata refund of tuition and refundable fees calculated on the number of class days attended.

Refunds Due To Academic Suspension

A student who has paid tuition and non-refundable fees for an upcoming term and is subsequently placed on academic suspension for that term receives 100 percent refund of tuition and fees paid.

## Student Refund Policy for Military Activation

The following became law June 24, 2002:

1. When any person is activated for full-time military service during a time of national crisis and, therefore, is required to cease attending a public institution of higher learning without completing and receiving a grade in one or more courses, the assistance provided in this section is required with regard to courses not completed. A complete refund of tuition and academic fees as are assessed against all students at the institution shall be granted to the student. The refund shall be distributed proportionately to the student after considering other resources received by the student for paying applicable tuition and fee charges. The proportionate distribution shall take into account appropriate federal and state regulations governing resources received by the student. Students must be offered the maximum price, based on condition, for the textbooks associated with the courses.
2. When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.

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B.S., Voorhees College

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B.S., Limestone College

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M.Ed., Lesley University

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M.S., DePaul University

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**Victor Maas**  
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**Sherry Royal**

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Information Resource Coordinator, ISM  
A.S., Aiken Technical College

**Parri Wright**

Library Specialist  
A.S., Aiken Technical College  
B.S., Limestone College  
M.L.I.S - University of South Carolina







Search for...   Programs of Study   Courses

# Technical College Courses

## Technical College Courses Transferable to Senior Institutions

College transfer courses are widely accepted for academic credit in South Carolina and other states; however, the acceptance of transfer credits is strictly the responsibility of the receiving institution. Therefore, students are encouraged to contact the institution they wish to attend for guidance. Many of these institutions will accept transfer credits for official transfer courses as well as many other courses taught at Aiken Technical College.

**NOTE: Students enrolled in the Associate in Arts, Associate in Science and General Studies Certificate Programs MUST select courses from the official college transfer courses listed below to fulfill degree and certificate requirements.**

Those courses in [blue](#) are not available at this time.

Course	Title	Credits
<a href="#">ACC 101</a>	Accounting Principles I	3
<a href="#">ACC 102</a>	Accounting Principles II	3
<a href="#">ANT 101</a>	General Anthropology	3
<a href="#">ART 101</a>	History & Appreciation of Art	3
<a href="#">ART 105</a>	Film as Art	3
<a href="#">ART 108</a>	History of Western Art	3
<a href="#">ART 111</a>	Basic Drawing	3
<a href="#">AST 101</a>	Solar System Astronomy	4
<a href="#">AST 102</a>	Stellar Astronomy	4
<a href="#">BIO 101</a>	Biological Science I	4
<a href="#">BIO 102</a>	Biological Science II	4
<a href="#">BIO 210</a>	Anatomy & Physiology I	4
<a href="#">BIO 211</a>	Anatomy & Physiology II	4
<a href="#">BIO 225</a>	Microbiology	4
<a href="#">CHM 110</a>	College Chemistry I	4
<a href="#">CHM 111</a>	College Chemistry II	4
<a href="#">CHM 112</a>	College Chemistry III	4
<a href="#">CHM 211</a>	Organic Chemistry I	4
<a href="#">CHM 212</a>	Organic Chemistry II	4
<a href="#">ECO 210</a>	Macroeconomics	3
<a href="#">ECO 211</a>	Microeconomics	3
<a href="#">ENG 101</a>	English Composition I	3
<a href="#">ENG 102</a>	English Composition II	3

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<u>ENG 201</u>	American Literature I	3
<u>ENG 202</u>	American Literature II	3
<u>ENG 203</u>	American Literature Survey	3
<u>ENG 205</u>	English Literature I	3
<u>ENG 206</u>	English Literature II	3
<u>ENG 208</u>	World Literature I	3
<u>ENG 209</u>	World Literature II	3
<u>ENG 230</u>	Women in Literature	3
<u>ENG 236</u>	African-American Literature	3
<u>FRE 101</u>	Elementary French I	4
<u>FRE 102</u>	Elementary French II	4
<u>FRE 201</u>	Intermediate French I	3
<u>FRE 202</u>	Intermediate French II	3
<u>GEO 101</u>	Introduction to Geography	3
<u>GEO 102</u>	World Geography	3
<u>GER 101</u>	Elementary German I	4
<u>GER 102</u>	Elementary German II	4
<u>HIS 101</u>	Western Civilization to 1689	3
<u>HIS 102</u>	Western Civilization Post 1689	3
<u>HIS 201</u>	American History: Discovery to 1877	3
<u>HIS 202</u>	American History: 1877 to Present	3
<u>HUS 101</u>	Introduction to Human Services	3
<u>MAT 110</u>	College Algebra	3
<u>MAT 111</u>	College Trigonometry	3
<u>MAT 120</u>	Probability & Statistics	3
<u>MAT 122</u>	Finite College Math	3
<u>MAT 130</u>	Elementary Calculus	3
<u>MAT 140</u>	Analytical Geometry/ Calculus I	4
<u>MAT 141</u>	Analytical Geometry/ Calculus II	4
<u>MAT 242</u>	Differential Equations	4
<u>MUS 105</u>	Music Appreciation	3
<u>PHI 101</u>	Introduction to Philosophy	3
<u>PHI 105</u>	Introduction to Logic	3
<u>PHI 106</u>	Logic II/Inductive Reasoning	3
<u>PHI 110</u>	Ethics	3
<u>PHI 115</u>	Contemporary Moral Issues	3
<u>PHY 201</u>	Physics I	4
<u>PHY 202</u>	Physics II	4
<u>PHY 221</u>	University Physics I	4



<u>PHY 222</u>	University Physics II	4
<u>PHY 223</u>	University Physics III	4
<u>PSC 201</u>	American Government	3
<u>PSC 215</u>	State & Local Government	3
<u>PSY 201</u>	General Psychology	3
<u>PSY 203</u>	Human Growth & Development	3
<u>PSY 208</u>	Human Sexuality	3
<u>PSY 212</u>	Abnormal Psychology	3
<u>SOC 101</u>	Introduction to Sociology	3
<u>SOC 102</u>	Marriage & the Family	3
<u>SOC 205</u>	Social Problems	3
<u>SOC 206</u>	Social Psychology	3
<u>SOC 210</u>	Juvenile Delinquency	3
<u>SOC 220</u>	Sociology & the Family	3
<u>SOC 235</u>	Thanatology	3
<u>SPA 101</u>	Beginning Spanish I	4
<u>SPA 102</u>	Beginning Spanish II	4
<u>SPA 201</u>	Intermediate Spanish I	3
<u>SPA 202</u>	Intermediate Spanish II	3
<u>SPC 205</u>	Public Speaking	3
<u>SPC 210</u>	Oral Interpretation of Literature	3
<u>THE 101</u>	Introduction to the Theatre	3

[ATC.EDU](#) | [Activities](#) | [Blackboard](#) | [Bookstore](#) | [Contact Us](#) | [Distance Learning](#) | [Financial Data](#) | [Library](#) | [MyATC](#) | [Test Center](#)

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# Student Handbook

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## Welcome to ATC's Student Handbook

### General Information



### Bulletin Boards



Bulletin boards, located throughout the campus, are available for posting college-related information. Students must have written permission from the Student Development Office (Room 931) to post or distribute information. Official college announcements will be sent via e-mail and/or posted online to the MyATC portal. It is the responsibility of each student to stay informed of college issues.

### Change of Program/Major

A change of program/major often has implications for financial aid. Students who are considering a change of program/major are encouraged to discuss their plans with an advisor and a career counselor so that all options will be considered and the student can make a well informed decision.

### Children on Campus

Children may not accompany their parents/guardians to class or be left in any area of the campus unattended or in the care of an on-campus baby-sitter.

### Class Interruptions

ATC cannot provide delivery of personal messages, flowers, etc., nor interrupt classes for such purposes. Should a family emergency such as a death, serious illness, or serious injury occur, the college will make every effort to notify the student of the situation through Counseling Services (803) 508-7379.

## Closing of the College

If weather conditions or other emergencies require the closing of ATC, the college will issue appropriate announcements for both day and evening classes. The MyATC portal is the primary messaging system for enrolled students. Announcements will also be provided from the college to local radio and television stations.

## Complaints

Students have an opportunity to present both formal and informal complaints regarding their experience at the college. In order to submit a formal complaint, students should talk with a counselor and/or the Dean of Student Development. If they wish to proceed with the complaint they must follow the process outlined in the [Student Code](#) and [Student Grievance Procedure](#). Students are then provided with information regarding the procedure that will be followed in determining the concern they have asked to be addressed.

Most student issues seldom rise to the level of a formal complaint. In some cases, students prefer to state their issue anonymously and suggestion boxes are provided throughout the campus for them. Comments from the suggestion boxes are distributed to members of the college's Executive Staff for appropriate consideration and/or action.

## Consumer Information

Federal mandates require the release of certain consumer information to our students and the public including graduation and placement rates, campus drug policies, and the frequency of crime on campus. This information is distributed in student literature and informational packets and by request. Any student who does not receive such information or who desires further information should direct a request for information to the Dean of Student Development. Access to individual student records is limited by the Privacy Act of 1974.

## Cooperative Education Programs

Aiken Technical College has a variety of different programs that allow students to gain work experience while continuing their education. One example is the Technical Scholars Initiative, which is open to students in certain technical programs. Students attend ATC full-time and work part-time, and the participating companies pay tuition and book costs. Program-specific work experience and internship opportunities are also available on a limited basis through academic departments. Interested students should contact their respective academic department for more information.

## Copy Machines

Copy machines are available for student use on a fee basis in multiple locations on campus.

## Course Substitutions

A student who wishes to fulfill program requirements by receiving credit for course(s) other than those listed in the student's program curriculum must receive the written approval of the appropriate advisor and dean using the Course Substitution form available in the Enrollment Services Center.

## Dress Code

Appropriate attire is left to the discretion of the individual and is expected not to disrupt the educational process of the college. All students must wear shirts and have on shoes that cover the length of the bottom of the foot. Any student who wears any attire which causes a disruption of normal college functions may be asked to leave campus until he or she obtains appropriate attire.

## Electronic Devices in Classrooms

Aiken Technical College recognizes the importance of providing the best learning environment for its students. To eliminate classroom disruptions and protect the integrity of classroom testing, electronic devices (such as cellular phones and pagers) are not permitted in classrooms at Aiken Technical College. If a student must carry these devices (due to work requirement or for personal/family considerations) they must be maintained in "silent" mode.

On-call emergency personnel who must maintain these devices in "active" mode in the interest of public safety must notify the instructor of their need for an exception to this procedure at the beginning of classes for the term. Faculty may request documentation from these students verifying employment.

Students may not leave a test, communicate with or through electronic devices, and return to complete the test. Students who, by necessity, must take such messages will be required to make arrangements for re-testing.

## Emergency Alerts

The college provides an emergency alert messaging system for students who choose to "opt-in" for the service. More information about emergency alert messaging is available through Campus Security, (803) 508-7360.

## Field Trips

Students participating in college-sponsored field trips, or representing the college, must adhere to the [Student Code](#).

## Fire Drills

The college periodically conducts fire drills without advance notice. Fire alarm boxes are strategically located throughout campus. If you hear the fire alarm or are informed that a fire alarm is active, you should:

1. Calmly leave the building single file by the nearest exit.
2. Move to the right in the hallways.
3. Walk. Do not run or shove when exiting.
4. Do not return to the building until directed to do so by a college official.

## Food Services

Vending machines are available in the cafeteria, located in the Gregg-Graniteville Student Activities Center, and on a limited basis in other campus buildings. The ATC Bookstore also sells a variety of food and beverages.

## Frequently Asked Questions

Many student questions are addressed in the [Online FAQ](#).

## Grade Point Average (GPA) Calculation

The Grade Point Average (GPA) is used in determining a student's academic standing. Each course a student completes earns a credit and a quality point (grade point) value. To determine the GPA based on the four-point system used by ATC, use the following steps:

1. Write down the courses taken and the grade achieved in each course.
2. Multiply the number of credit hours by the points for each grade earned to determine the quality points for each class. (A = 4, B=3, C=2, D=1, F=0, WF=0)

- 3. Total the quality points (grade points).
- 4. Total the credit hours.
- 5. Divide the quality points (grade points) by the number of credit hours.

Example:

Course	Credit Hours	Grade =	Quality Points
PSY 201	3	C(2) =	6
ENG 101	3	B(3) =	9
BIO 101	4	A(4) =	16
HIS 202	3	D(1) =	3
ECO 210	3	F(0) =	0
Total	16		34

In this example, the student's GPA for the semester is 2.12 (34 divided by 16). The cumulative GPA represents the grade point average for all the credit hours the student has pursued. A student can calculate his or her cumulative GPA simply by totaling the number of courses and quality points (grade points) earned in all semesters at ATC, then dividing the total quality points by the total number of credits pursued. (See calculation above.)

### Honor Code

The ATC Student Honor Code represents a standard of conduct to which each student should aspire: "As a member of the Aiken Technical College community, I am committed to the ideal and practice of honorable behavior. I will conduct myself in a civil manner, respect the rights and property of others, and support the College's values and educational mission. I will maintain personal and academic integrity in all aspects of campus life. I recognize the dignity of all individuals and will respect and learn from the ideas represented in our collective diversity. I will uphold the Aiken Technical College standard of excellence."

### Intellectual Property

In accordance with Aiken Technical College Policy No. 1-3-109 (Intellectual Property Rights), the efforts of students in class projects that become marketable are subject to the same regulations as those in place for faculty and staff. For a more detailed description please feel free to visit with a counselor.

### Lost and Found

Students who have lost or found items should contact Campus Security, Building 650, (803) 508-7911.

### Pets

No pets are allowed on campus. This does not include working dogs for the visually impaired.

### Physical Access to Buildings for Students with Disabilities

Each building on the ATC campus has an accessible entrance for students with physical disabilities and has an elevator in each building that contains multiple levels.

### Printing

Print credits may be purchased in \$5 increments from the ATC Bookstore and may be used for library and classroom printing.

### Smoking Policy



The use of tobacco products is prohibited on the ATC campus. These products include, but are not limited to: cigarettes, cigars, pipes and smokeless tobacco. Anyone violating this policy will be fined \$30 for the first infraction and referred to the Dean of Student Development for subsequent violations.

### Solicitation/Canvassing and Fund Raising on Campus

The Dean of Student Development must provide prior written permission for anyone to distribute or present political, social, religious, or other promotional material on campus. In general, solicitation or canvassing on campus is forbidden with the exception of Student Government Association (SGA)-sponsored events and activities such as blood drives, relief efforts, and SGA elections.

### Student Responsibilities

Students are responsible for actively engaging in the learning process. It is critical that students read and understand the procedures and information provided in the Catalog and the Student Handbook, the semester course schedules and other notices sent to students. All students are provided with a free e-mail account and are expected to check this account frequently. The college will use this e-mail system for official college news and announcements. Orientation sessions assist students with this information, but it is the responsibility of the student to ask for additional information as needed.

### Student Intellectual Property Rights

ATC has developed policies regarding the ownership of materials, compensation, copyright issues and the use of revenue derived from the creation and production of intellectual property developed by faculty, staff and students.

### Suggestion Boxes

Throughout campus there are several student suggestion boxes for anonymous student input. The notes in the boxes are retrieved by the Dean of Student Development and appropriately forwarded to the corresponding campus office for review.

### Transportation

Students attending ATC must make their own arrangements for transportation to and from the campus. The college is on the route of Aiken County's public bus system, the Best Friend Express.

Contact the Best Friend Express at (803) 648-6493 for a schedule. Bus passes are available for purchase at the Cashier's Office in room 128.

#### *Didn't find what you were looking for?*

Try our [Online FAQ](#), check the [ATC online catalog](#), and/or send an email to [weldonr@atc.edu](mailto:weldonr@atc.edu).

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## Student Code



## General Provisions

### I. Purpose

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

### II. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely

affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

### III. Solutions of Problems

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

### IV. Definitions

When used in this document, unless the content requires other meaning:

- A. "College" means Aiken Technical College, a member of the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the college who has overall management responsibility for student services or his/her designee. At Aiken Technical College, the Chief Student Services Officer is the Dean of Student Development.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee. At Aiken Technical College, the Chief Academic Officer is the Vice President of Education and Training.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
  - I. "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

## Student Code

### I. Student Rights

#### A. Freedom from Discrimination

There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

**B. Freedom of Speech and Assembly**

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.



In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter -are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

**C. Freedom of the Press**

In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

**D. Freedom from Unreasonable Searches and Seizures**

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

**E. Right to Participate in College Governance**

Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.

**F. Right to Know Academic and Grading Standards**

Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

**G. Right to Privacy**

Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

**H. Right to Confidentiality of Student Records**

All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories:

1. Academic
2. Medical, psychiatric and counseling
3. Placement
4. Financial aid
5. Disciplinary
6. Financial
7. Veterans Affairs

In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

**I. Right to Due Process**

At a minimum, any student charged with misconduct under this code is guaranteed the following:

1. The right to receive adequate notice of the charge(s)
2. The right to see and/or hear information and evidence relating to the charge(s)
3. The right to present information and evidence relating to the charge(s)

Additional due process requirements will be identified in other sections of this Code.

**II. Student Responsibilities**

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off- campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student from for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

**III. Student Conduct Regulations**

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

**A. Academic Misconduct**

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

1. Cheating on tests is defined to include the following:
  - a. Copying from another student's test or answer sheet
  - b. Using materials or equipment during a test not authorized by the person giving the test
  - c. Collaborating with any other person during a test without permission
  - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration
  - e. Bribing or coercing any other person to obtain tests or information about tests
  - f. Substituting for another student, or permitting any other person to substitute for oneself
  - g. Cooperating or aiding in any of the above
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

**B. Abuse of Privilege of Freedom of Speech or Assembly**

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

**C. Falsification of Information and other Acts Intended to Deceive**

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records, or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.

**D. Actions which Endanger Students and the College Community**

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

**E. Infringement of Rights of Others**



Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2. See further information on this matter in [Sexual Violence and Harassment](#) page.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
4. Harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

## **F. Other Acts which Call for Discipline**

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off- campus when participating in a college sponsored event or activity.

## **IV. Student Disciplinary Procedures**

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

### **A. Interim Suspension**

In certain situations, the President, or President's designee, may temporarily suspend a student before the



initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's last known address within two instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two instructional weekdays of receiving the information from the President, or designee.

This letter must include the following information:

- a. the reason(s) for the interim suspension
- b. notice that the interim suspension does not replace the regular hearing process
- c. information about requesting a hearing before the Hearing Committee
- d. notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

**B. Academic Misconduct**

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
  - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - c. Assign a failing grade for the course.
  - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven instructional weekdays of the date of the Chief Academic Officer's letter.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's last known address. This letter must contain the following information:
  - a. A restatement of the charges
  - b. the time, place, and location of the appeal



- c. A list of witnesses that may be called
- d. a list of the student's basic procedural rights. These rights follow:
  - 1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
  - 2. The right to present witnesses on one's behalf.
  - 3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
  - 4. The right to know the identity of the person(s) bringing the charge(s).
  - 5. The right to hear witnesses on behalf of the person bringing the charges.
  - 6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - 7. The right to appeal the decision to the President.
- e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
- 6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
  - a. Accept the decision and the sanction imposed by the instructor
  - b. Accept the instructor's decision but impose a less severe sanction
  - c. Overturn the instructor's decision

Within two instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five instructional weekdays of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

- a. Accept the decision and the sanction imposed
- b. Accept the decision but impose a less severe sanction
- c. Overturn the decision
- d. Remand the case to the Student Hearing Committee to be re-heard.

The President's decision is final and cannot be appealed further.

## **C. Student Misconduct**

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than 10 instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

### **1. Preliminary Hearing**

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution--Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges-- Suspension or termination of particular student privileges.
- f. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. Any combination of the above.

Within five (5) instructional weekdays of the preliminary hearing, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

**2. *Hearing Committee***

- A. The Hearing Committee shall be composed of the following:
  - 1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
  - 2. Three student members appointed by the appropriate student governing body and approved by the President.

3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
4. The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

B. The Hearing Committee shall perform the following functions:

1. Hear cases of alleged violations of the Code of Student Conduct.
2. Insure that the student's procedural rights are met.
3. Make decisions based only on evidence and information presented at the hearing.
4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:

a. **Academic Misconduct** (cases sent to the Hearing Committee by the President)

- i. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- ii. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
- iii. Assign a failing grade for the course.
- iv. Require the student to withdraw from the course.

b. **Student Misconduct**

- i. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- ii. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- iii. Restitution—Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
- iv. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- v. Loss of Privileges-- Suspension or termination of particular student privileges.
- vi. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- vii. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- viii. Any combination of the above.

c. **Hearing Committee Procedures**

- i. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of

the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.

- ii. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address. The letter must contain the following information:
  - a. A statement of the charge(s).
  - b. A brief description of the incident that led to the charge (s).
  - c. The name of the person(s) submitting the incident report.
  - d. The date, time, and place of the scheduled hearing.
  - e. A list of all witnesses who might be called to testify.
  - f. A statement of the student's procedural rights. These rights follow:
    - 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
    - 2. The right to present witnesses on one's behalf.
    - 3. The right to know the names of any witnesses who may be called to testify at the hearing.
    - 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
    - 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
    - 6. The right to know the identity of the person(s) bringing the charge(s).
    - 7. The right to hear witnesses on behalf of the person bringing the charges.
    - 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
    - 9. The right to a fair and impartial decision.
    - 10. The right to appeal the Hearing Committee's decision.
- iii. On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
- iv. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

**d. Hearing Committee Meetings**

- i. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
- ii. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
- iii. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written

notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.

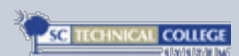
- iv. Witnesses shall be called in one at a time to make a statement and to respond to questions.
- v. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "clear and convincing," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
- vi. The Chair of the Hearing Committee will send a certified letter to the student's last known address within two instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

### 3. *Appeal*

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's last known address.





# Student Handbook

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## Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

The procedures described in SBTCE 3-2-106.2 will be followed to adjudicate alleged acts of sexual violence and sexual harassment.

Sexual harassment is a form of discrimination prohibited by law as well as by the Student Code for the South Carolina Technical College System. In general, sexual harassment includes any advances, requests for sexual favors, sexual violence, and other verbal or physical conduct of a sexual nature that interferes with a student's ability to participate in or benefit from the college's programs or services. It may include such conduct as offensive jokes, slurs, name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put downs, and/or offensive objects or pictures.

Sexual assault is an extreme form of sexual harassment. It can be defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his/ her free will, or without his/ her consent. Sexual assault may include, but is not limited to, sexual violence, date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way (i.e., due to drugs or alcohol).

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault may file a report with the college's Chief Student Services Officer, campus security office, or with the college's Title IX coordinator. The designated coordinator will work with the complaining student to mitigate any injury during the pendency of the investigation and proceedings. Colleges, through their designated coordinators, will change a victim's academic and living situations after an alleged sex offense and discuss the options for those changes, if those changes are requested by the victim and are reasonably available. The Title IX coordinator's office location and phone number are printed in the college's catalog and appear on the college's website.

Reports may also be filed by any other member of the college community. The student may also file a criminal report regarding the alleged conduct.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses, as well as sexual harassment awareness programs.

If the alleged harasser or violator of named in the report is an employee or third party, the case may be adjudicated through the South Carolina State Board for Technical and Comprehensive Education's (SBTCE) Student Grievance Procedure (SBTCE Procedure 3-2-106.2) and/or its Anti-Harassment Procedure (SBTCE 8-5-101.1).



If the alleged harasser or violator of this policy is a student, the case may be adjudicated through the process that follows.

**1. Preliminary Hearing**

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution--Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges-- Suspension or termination of particular student privileges.
- f. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. Any combination of the above.

Within five (5) instructional weekdays of the preliminary hearing, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

**2. Hearing Committee**

- A. The Hearing Committee shall be composed of the following:



1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
2. Three student members appointed by the appropriate student governing body and approved by the President.
3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
4. The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

**B. The Hearing Committee shall perform the following functions:**

1. Hear cases of alleged violations of the Code of Student Conduct.
2. Insure that the student's procedural rights are met.
3. Make decisions based only on evidence and information presented at the hearing.
4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
  - a. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
  - b. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
  - c. Restitution—Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
  - d. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
  - e. Loss of Privileges-- Suspension or termination of particular student privileges.
  - f. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
  - g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
  - h. Any combination of the above.

**C. Hearing Committee Procedures**

1. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
2. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address. The letter must contain the following information:
  - a. A statement of the charge(s).

- b. A brief description of the incident that led to the charge (s).
- c. The name of the person(s) submitting the incident report.
- d. The date, time, and place of the scheduled hearing.
- e. A list of all witnesses who might be called to testify.
- f. A statement of the student's procedural rights. These rights follow:
  - 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
  - 2. The right to present witnesses on one's behalf.
  - 3. The right to know the names of any witnesses who may be called to testify at the hearing.
  - 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
  - 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
  - 6. The right to know the identity of the person(s) bringing the charge(s).
  - 7. The right to hear witnesses on behalf of the person bringing the charges.
  - 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - 9. The right to a fair and impartial decision.
  - 10. The right to appeal the Hearing Committee's decision.
- 3. On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
- 4. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

**a. Hearing Committee Meetings**

- 1. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
- 2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
- 3. The Committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
- 4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation occurred as alleged, the members will determine, by majority vote, whether the violation occurred. If it

- is determined that the violation occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
6. The Chair of the Hearing Committee will send a certified letter to the student's and to the victim's last known address within two instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
- a. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the victim will also include the sanction imposed by the Hearing Committee.
  - b. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the victim will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the harasser has been directed to stay away from the victim while on the college's campus).

**3. *Appeal***

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the student's last known address.





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## The Student Grievance Procedure



### I. Purpose

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

### II. Definitions

When used in this document, unless the content requires other meaning,

- A. "College" means Aiken Technical College, a member of the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee. (At Aiken Technical College, the Chief Student Services Officer is the Dean of Student Development.)
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee. (At Aiken

Technical College, the Chief Academic Officer is the Vice President of Education and Training.)

- F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.
- G. "Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
- H. "Student" means a person taking any course(s) offered by the college.
- I. "Instructor" means any person employed by the college to conduct classes.
- J. "Staff" means any person employed by the college for reasons other than conducting classes.
- K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

### III. Grievance Process

#### A. Filing a Complaint

This procedure must be initiated by the student within ten instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the ten day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

#### B. Pre-Hearing

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response,



sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents to hear the student's complaint.

## **C. Student Grievance Hearing**

### **1. Requesting a Hearing**

- a. The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.
- b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c. Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

### **2. Grievance Committees**

- a. Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
  - i. Three students recommended by the governing body of the student body.
  - ii. Two faculty members recommended by the Chief Academic Officer.
  - iii. One Student Services staff member recommended by the Chief Student Services Officer.
  - iv. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
  - v. The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
- b. Ad hoc Committee of Presidents—The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c. The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
- d. The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

### **3. Hearing Procedures**

- a. The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:

- i. A brief description of the complaint, including the name of the person filing the complaint;
- ii. The date, time, and location of the meeting;
- iii. The name of any person who might be called as a witness.
- iv. A list of the student's procedural rights. These rights follow:
  - a. The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
  - b. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
  - c. The right to consult with consul. This person serving as consul may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
  - d. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- b. At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- c. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- d. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.
- e. The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- f. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- g. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.
- h. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- i. The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

## **D. Appeal Process**

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional



inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

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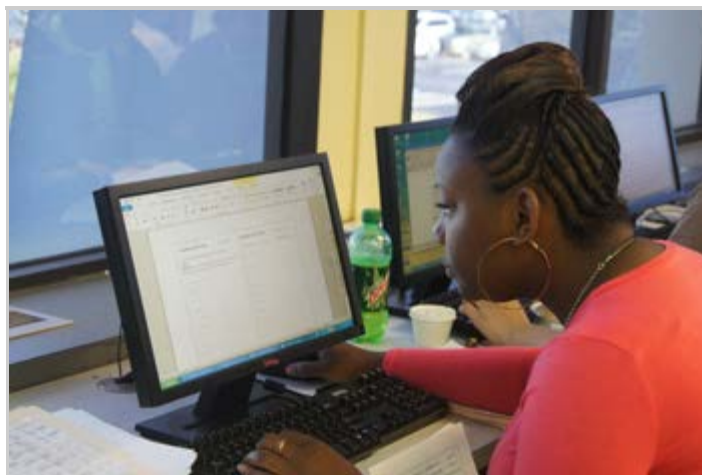
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## Online Learning



Aiken Technical College offers a variety of online and hybrid courses. In addition, many face-to-face courses are supplemented with online materials through the college's course management system.

### Definitions of Online, Hybrid, and Supplemental Courses

#### **Online**

The course is 100% online. Students taking an online class must have reliable access to a computer with an Internet connection to take the course because the entire grade will depend on work that can only be completed online. Students may have to come to campus to utilize college resources, such as the Academic Success Center or Learning Resource Center. These classes are indicated in the schedule with a section code that ends in 67.

#### **Hybrid**

This is considered a blended course. A hybrid class trades about 50% of its traditional campus contact hours for online work. Students must have reliable access to a computer with an internet connection because 50% of the grade will depend on work that can only be completed online. These classes are indicated in the schedule with a section code that ends in 51.

#### **Supplemental**

Instructors teaching scheduled on-campus classes have the option to use the college's course management system as a supplement to their class. At a minimum, these instructors provide a syllabus addendum, course information, and instructor contact information online. The course itself is delivered in a traditional face-to-face setting with no reduction in the usual face-to-face meeting time or number of meetings.

### Proctored Final Exams

Students enrolled in online courses will be required to take their final exam either on campus or at a college-approved proctoring site.

If the student lives within 60 miles of campus, the student will take his or her final exam on campus. The instructor will inform students of the time and location of the exam. If the student is unable to be on campus at that time, the student must make alternate arrangements with the instructor.

If the student lives more than 60 miles away from campus, the student may elect to take the final exam with a college-approved proctor. Students in South Carolina can take their final exam at the testing center of the nearest Technical College. Students outside of South Carolina must submit a Proctor Agreement Form at least three weeks prior to the final exam. The student is responsible for taking the exam on the scheduled date/time. The student is responsible for any costs associated with the use of the off-campus proctor site.

## Online Attendance Policy

The student is required to login to the course by the end of the Add/Drop period and communicate as the instructor directs to verify attendance. At the end of the Add/Drop period, the instructor will drop the student from the course if there is no evidence of activity from the student. Except in extenuating circumstances, and with the approval of the appropriate dean, instructors drop students from the class when 80% attendance is not maintained. Attendance in an online course is defined by correspondence as required by the instructor. After any three weeks of no communication or no access, the student will be dropped from the course. The instructor will assign a grade of "W" or "WF" based upon the student's academic standing as of the last date of attendance, which is the date of last login.

Students wishing to withdraw from the course must follow the current ATC policy on withdrawals and refunds.

## Online Learning Success Orientation

Students who are new to online learning or unfamiliar with the college's course management system are highly encouraged to attend an Online Learning Success Orientation. In-person orientation sessions are offered prior to the beginning of and during the first week of each term for students registered in online and hybrid courses. During the one hour orientation students have the opportunity to ask their online learning questions, log on to a campus computer, and navigate a Blackboard course. The orientation covers:

- The differences between online, hybrid and face-to-face courses
- The importance of logging into your course(s) frequently
- The resources available to ATC's online learners
- Participating in the discussion board, submitting assignments, E-mail, and netiquette

The schedule for Online Learning Success Orientations are viewable with this [PDF](#).

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## Drug and Alcohol Policy

### Alcohol and Other Drug Use

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances and the use of alcohol at the workplace and in the educational setting. "Unlawful for these purposes" means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. For purposes of this policy, "workplace" means either on agency premises or while conducting agency or college business away from the agency or college premises. Educational setting includes both institutional premises or in approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the college mission as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resource officer within five days. Management must report to granting agencies, any employee conviction for conduct in the work place within ten days of receiving notice.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of continued employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

## Alcohol Effects and Health Risks

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

[Controlled Substance Effects and Health Risks Table](#)

## SC Alcohol Laws

### ***POSSESSION, CONSUMPTION, PURCHASE, OR ATTEMPT TO PURCHASE OF BEER, WINE, OR LIQUOR BY SOMEONE UNDER AGE 21***

It is against the law to possess, consume, purchase, or attempt to purchase beer, wine, or liquor if you are under the age of 21. This may include opened or unopened containers of alcohol beverage in actual possession or in your immediate surroundings.

**Penalty** - Fine from \$265 to \$470\* and/or go to jail for up to 30 days for a first offense. Mandatory driver's license suspension of 120 days. Required to complete an 8-hour alcohol intervention/education program. (Codes 63-19-2440, 63-19-2450, 56-1-746)

### ***PROVIDING ALCOHOL TO SOMEONE UNDER AGE 21***

It is against the law to buy or give beer, wine, and/or liquor to anyone who cannot buy it for themselves. This includes serving anyone in your home except your child or spouse.

**Penalty** - Fine from \$470 to \$677.50\* and/ or go to jail for up to 30 days for a first offense. (Codes 61-4-80, 61-4-90, 61-6-4070, 61-6-4075)

### ***MISREPRESENTING AGE TO PURCHASE ALCOHOL***

It is against the law to lie or furnish false information concerning age in order to purchase an alcoholic beverage.

**Penalty** - Fine from \$265 to \$470\* and/or go to jail for up to 30 days for a first offense. Mandatory driver's license suspension of 120 days. (Codes 61-4-60, 63-19-2450, 56-1-746)

### ***CONTRIBUTING TO THE DELINQUENCY OF A MINOR***

It is against the law for any person over 18 to knowingly and willfully influence a minor to violate any law or municipal ordinance.

**Penalty** - Fine up to \$6,280\* and/or go to jail for up to three years. (Code 16-17-490)

### ***POSSESSING A KEG WITHOUT A STATE-ISSUED REGISTRATION TAG***

It is against the law to remove or damage a keg tag or possess a keg without a tag.

**Penalty** - Fine up to \$1,090\* and/or go to jail for up to 30 days for a first offense. (Code 61-4-1930, 61-4-1940)

### ***SALE TO PERSON UNDER AGE***

It is against the law to sell beer, wine, or liquor to anyone under 21 years old.

**Penalty** - Fine from \$470 to \$677.50\* and/ or go to jail for up to 30 days for a first offense. Required to complete a merchant education program.  
(Codes 61-4-50, 61-6-4080)

**DISORDERLY CONDUCT**

Students found on any public highway or in any public place who are intoxicated or disorderly may be charged with disorderly conduct.

**Penalty** - Fine up to \$265\* or go to jail for up to 30 days.  
(Code 16-17-530)

**POSSESSING, OBTAINING A FAKE ID**

It is against the law to possess an altered or invalid license/ID or to provide false information in order to get a license/ID.

**Penalty** - First offense fine up to \$470\* or go to jail for up to 30 days, and mandatory driver's license suspension for 120 days  
(Codes 56-1-510, 56-1-746)

**LENDING YOUR ID TO SOMEONE ELSE**

It is against the law to allow someone to use your license/ID.

**Penalty** - First offense fine up to \$470\* or go to jail for up to 30 days, and mandatory driver's license suspension for 120 days  
(Codes 56-1-510, 56-1-746)

**SELLING A FAKE ID OR ALTERING AN ID**

It is against the law to sell a false license/ID or to alter a valid one.

**Penalty** - First offense fine up to \$5,250\* and/or go to jail for up to six months, and mandatory driver's license suspension for 120 days  
(Codes 56-1-515, 56-1-746)

**DRIVING UNDER THE INFLUENCE (DUI)**

It is unlawful for persons under the influence of alcohol or other drugs to drive. If you have a BAC of .08% or higher, it will be inferred that you were driving while under the influence. You can also be charged with a BAC under .08% if clearly impaired. Refusing the test will cost you your license for six months to a year.

**Penalty** - First offense fine of up to \$400; suspension of license for six months. Go to jail for between 2 to 30 days. Mandatory to complete an alcohol safety program.

Note: The BAC standard for those under 21 is .02%. An offense under this "zero tolerance law" will cost you your license for three months or more.

(Code 56-1-1330, 56-5-2930/2933/2990, 56-1-286)

**FELONY DRIVING UNDER THE INFLUENCE**

If you cause bodily harm or death to someone while under the influence of alcohol, drugs or any combination, you are guilty of a felony DUI.

**Penalty** - For bodily harm, a mandatory fine up to \$10,100 and mandatory confinement up to 10 years. For death, mandatory fine up to \$25,100 and mandatory confinement up to 25 years.

(Code 56-5-2945)

**\*stated fines include court assessments and fees**

**Note: Two violations of any alcohol- or other drug-related laws can also cause you to lose your state-funded grants and/or scholarships (like the LIFE Scholarship) for one year.**

**SC Other Drugs Laws**

**POSSESSION AND DISTRIBUTION OF DRUGS**

It is illegal to have, to make, or to intend to distribute any controlled substance, i.e., cocaine, crack, marijuana, etc.

**Penalty** - Varies depending upon the circumstances under which the arrest was made and the amount of

drugs. Fines up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension for 6 months - 1 year.

(Code 44-53-370)

***DISTRIBUTION OF CONTROLLED SUBSTANCE CLOSE TO A SCHOOL***

It is against the law and a separate offense to distribute, sell, make or have a controlled substance within a "specified" distance of schools, technical colleges, and/or colleges/universities.

***Penalty*** - Fine up to \$10,000, and/or confinement up to 10 years.

(Code 44-53-445)

***POSSESSION OR SALE OF DRUG PARAPHERNALIA***

It is illegal to possess drug paraphernalia; paraphernalia includes, but is not limited to , such things as:

- "Roach clips" - Clips used by dentists to clip bibs around the necks of patients.
- "Bong" - Pipe that may or may not use water.
- "Carburetor" - Circulating tube with holes at each end. Tube may be made out of glass or metal.

***Penalty*** - Fine up to \$500

(Code 44-53-391)

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## Campus Buildings & Map

Click on the individual buildings in the photo to download the relevant interior maps. Each building's interior map can also be downloaded by clicking on its name below the photo.



For a larger map with more details download the [PDF version](#).



Click on the links below to see the layout for any building on campus. See descriptions for the departments that are in the same building.

- [100 Bldg. Ashley J. Little 1st Floor](#)
- [200 Bldg. Ashley J. Little 2nd Floor](#)
- [300 Bldg.](#)
- [400 Bldg.](#)
- [500 Bldg.](#)
- [700 Bldg. 1st Floor](#)
- [800 Bldg. 2nd Floor](#)
- [900 Bldg. Gregg-Graniteville Student Activities Center](#)

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- [1000 Bldg. Dale Phelon Info. Tech Center 1st Floor](#)
- [1100 Bldg. Dale Phelon Info Tech Center 2nd Floor](#)
- [1200 Bldg. Health and Science Ground Floor](#)
- [1300 Bldg. Health and Science 1st Floor](#)
- [1400 Bldg. Health and Science 2nd Floor](#)
- [1800 Bldg. CSRA Manufacturing and Technology Training Center \(MTTC\)](#)

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